



**CITY OF GLENDALE  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSALS for**

**CITY OF GLENDALE  
DEPARTMENT OF PUBLIC WORKS**

**SANITARY SEWER CCTV AND  
CONDITION ASSESSMENT AND  
RECOMMENDATIONS SERVICES  
PROPOSAL  
RFP #2021-PWD-102**

**Issued: Wednesday, September 15, 2021**

**Deadline to Submit Proposals:**

**October 15, 2021 by 4:00 P.M.**

Department of Public Works  
Administration Division  
633 E. Broadway, Room 209  
Glendale, CA 91206-4388

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# **I. Introduction**

## **A. Services Requested**

The City of Glendale is requesting proposals from qualified, interested firms to provide professional services for the Sanitary Sewer CCTV and Condition Assessment and Recommendations Services for approximately 500,000 linear feet or 95 miles of sewer pipes ranging in diameter from 6" to 30" and associated manholes (approximately 1300) within the City limits. This RFP describes the project, the required scope of services, the minimum information that must be included in the proposal, and the selection process.

Consultant shall furnish all labor, materials, equipment, and incidentals necessary to perform the condition assessment. The purpose of the condition assessment program is to assess the structural condition, hydraulic condition and/or sedimentation level of all pipelines for inclusion in future rehabilitation projects. The overall condition of the system of pipes and manholes videoed will be determined and structural deficiencies will be identified for each pipe reach and associated manholes. Based on the assessment, the consultant shall provide Rehabilitation recommendations for each defected sewer segment/manhole such as; but not limited to, Point Repair (location and length), CIPP Lining, Pipe Replacement (Location and length), Manhole Replacement. These recommendations shall be only for the Sewer Main Line and NOT to the sewer laterals as they are owned and maintained by the home owner.

The Consultant shall comply with the detailed scope of services which are noted in EXHIBIT 1.

The award of contract by the City will be dependent upon the qualifications, experience, understanding of requested scope of work, and cost submitted by the consultants and may be contingent upon the approval of the City Council.

The Consultant will perform the Services according to:

- The Scope of Services, attached as EXHIBIT 1 to this RFP;
- The instructions and requirements in this RFP; and
- The proposed Contract.

The City requires a well-managed and financially sound individual or firm with demonstrated skills and technical ability— and high levels of customer service and satisfaction— to perform the Services and fulfill the requirements outlined in this RFP.

***A potential Proposer should read this document in its entirety before preparing and submitting a Proposal.***

## **B. Definitions**

In this RFP, the following words and phrases have the meaning ascribed to them below:

- **Agreement / Contract** The entire and integrated written agreement between the City and the Consultant that takes the place of prior negotiations, representations, or agreements, either written or oral.
- **City** The City of Glendale. Depending on the context in which it is used, the term **City** also may refer to:
  - The geographic area known as the City of Glendale; or
  - A person whom the City of Glendale employs or uses and who is authorized to represent the City of Glendale in matters concerning the Project.
- **City Project Manager** The City's designated representative for all issues related to the Project.
- **Consultant** The selected Proposer(s) to whom the City has awarded a Contract for the Project.
- **Project** The entire Services described in this RFP. Services may constitute the whole or a part of the Project.
- **Proposal** The documents and other items that a Proposer submits in response to this RFP.
- **Proposer** The person, entity, or organization that submits a Proposal in response to this RFP.
- **RFP** This Request for Proposals and all of its attachments, including documents and other items from the City and relevant third parties.
- **Services** The work, labor, tasks, operations, activities, materials, supplies, equipment, deliverables, duties, and obligations:
  - Described in this RFP; and
  - Required by, and reasonably inferable from, the Contract— whether completed or partially completed.
- **SubConsultant** A supplier, vendor, person, entity, or organization whom Consultant hires, employs, or uses on Consultant's behalf to provide, perform, or fulfill a portion of the Services.

## C. Term of Services and Contract

The Services described in this RFP and in the proposed Contract are to be completed by February 28, 2022.

## D. Insurance Requirements

At its expense, the successful Proposer must obtain and maintain insurance, while the Contract is in effect, that fully meets the requirements of— and contains provisions entirely consistent with— all of the City's "Insurance Requirements," which are noted in **EXHIBIT 4 ("Insurance Requirements")**. Evidence of the insurance coverages will need to be in place before a Consultant starts performing the Services. A Proposer must be prepared to meet all City insurance requirements (at no cost to the City), if the

Proposer is awarded a Contract. The City will require certificates of insurance and additional insured endorsements when the successful Proposer submits a signed Contract to the City.

***However, before a Proposer submits a Proposal:***

- ***A Proposer must give to its insurance company, or insurance agent, the “Insurance Requirements” in this RFP and the proposed Contract;***
- ***The insurance company’s underwriter or agent then must complete the “Insurance Requirements Affidavit” (as part of EXHIBIT 6 - PROPOSAL FORMS) which states that the insurer’s underwriter or agent will furnish the City with the required insurance documents within fourteen (14) calendar days after the Proposer’s having been notified of the Contract’s award; and***
- ***The Proposer must submit the “Insurance Requirements Affidavit” with its Proposal. The City may reject any Proposal made without this affidavit, or made with an incomplete affidavit form.***

## **E. Proposer’s Indemnification of the City**

At its expense, Proposer agrees to indemnify, defend, and hold harmless the City and its officers, agents, employees, and representatives from and against any and all liability, suits, actions, proceedings, judgments, claims, demands, liens, losses, damages, costs, and expenses (including attorneys’ fees, litigation, arbitration, mediation, appeal expenses) if a dispute, lawsuit, or other proceeding arises out of any one or more of the following:

- Proposer’s submitting the Proposal;
- The City’s accepting Proposer’s Proposal; or
- The City’s awarding a Contract to Proposer in compliance with this RFP, or state, federal, or local laws.

## **F. About the City of Glendale**

Glendale is the fourth largest city in Los Angeles County, has a current population of approximately 207,000 people and spans approximately 30.6 square miles.

The City incorporated on February 16, 1906, and as a Charter city, Glendale voters determine how the city government is organized and governed. A Council-Manager form of government manages Glendale. Five councilmembers are elected at large to serve 4-year terms. Each year Council selects one member to serve as Mayor. The City Manager serves as the Chief Executive Officer.

The City’s Mission Statement is:

*The City of Glendale delivers exceptional customer service through precision execution and innovative leadership.*

As a premier City anchored in pride of civic ownership, Glendale's success is realized through a community that is safe, prosperous, and rich in cultural offerings. The City accomplishes its mission and realizes its vision by providing emphasis on: fiscal responsibility; exceptional customer service; economic vibrancy; informed & engaged community; safe & healthy community; balanced, quality housing; community services & facilities; infrastructure & mobility; arts & culture; sustainability.

Glendale prides itself on the quality of services it provides to the community. As a full-service City, each of the 14 departments strives to provide the highest quality of service to Glendale residents, businesses, and visitors. These departments include: Administrative Services, City Attorney, City Clerk, Community Development, City Treasurer, Community Services & Parks, Fire, Glendale Water & Power, Human Resources, Information Services, Library, Arts & Culture, Management Services, Police, and Public Works.

The City of Glendale provides wastewater collection services to a population of approximately 207,000. The City's sewer collection system consists of approximately 360 miles of gravity sewer mains ranging in diameter from 6 inches to 48 inches (covering a 30.6 square mile area). The overall system drains from La Crescenta in the Verdugo Mountains in the north to seven outfalls along the City's southwestern border with the City of Los Angeles. Six of the seven discharge to the Los Angeles / Glendale Water Reclamation Plant and one discharges to the North Outfall Sewer which flows to the Hyperion Treatment Plant on the coast, west of El Segundo and south of Marina del Rey in the city of Los Angeles. The City sewer system has been divided up into 12 maintenance areas by city maintenance staff.

Overview of the Sanitary Sewer CCTV and Condition Assessment and Recommendations Requirements

## II. RFP Process

### A. Schedule of Events

EVENT	RESPONSIBILITY	DATE
RFP Distribution	City	9/15/21
Non-Mandatory Pre-Proposal Meeting	City	9/21/21 at 9:00 a.m.
Last Day to Submit Request for Clarification	Proposer	9/27/2021 by 4 p.m.
RFP Proposals Due	Proposer	10/15/21 at 4 p.m.
Last Day to Submit Letter of Objection	Proposer	10/21/21 by 4 p.m.

### B. RFP Distribution

A prospective Proposer may receive this RFP by e-mail, or online at <https://www.glendaleca.gov/government/departments/finance/purchasing/rfp-rfq-page>. Distribution of the RFP in no way represents the City's acceptance of a Proposer's qualifications, reputation, or ability to perform the Services

### C. Non-Mandatory Pre-Proposal Meeting

A virtual, **Non-Mandatory**, pre-proposal meeting will be held at **9:00 AM on Tuesday, September 21, 2021** where proposers can ask questions of staff at this meeting.

To access the virtual pre-proposal meeting please use the following link:  
<https://gca.webex.com/gca/j.php?MTID=m31e82e69a4ecfc1bbf84be1f22bdd97c>.

The purpose of this conference is to ensure that Proposers have adequate information to respond fully and comprehensively to the City's requirements. During the conference, City staff will discuss with prospective Proposers the Services to be performed and answer questions arising from Proposers' initial review of this RFP. Before the conference takes place, Proposers should review the RFP thoroughly and should be familiar with its content, as well as the City's functional and technical requirements.

### D. Proposal Deadline and Proposal Submission

The City must receive the Proposal **on or before 4:00 PM on Wednesday, October 15, 2021**. *A Proposal received after this date and time will be considered non-responsive and the City will return the Proposal, unopened.*

A Proposal must be submitted with the attached Proposal Form package and all other information specified by Section IV of this RFP. *Oral, telephonic, facsimile, or electronically transmitted (email) Proposals are invalid and the City will not accept or consider them.*

Proposer must submit **five (5) hard copies of the proposal** (consisting of 1 original and 4 copies), and **one (1) digital PDF copy** of the proposal, on a flash drive, all in a sealed, clearly labeled envelope (or box). The cost estimate should be provided in a separate, SEALED ENVELOPE. A Proposal may be delivered by mail or in person.

The Proposal must be clearly marked:

**CITY OF GLENDALE  
DEPARTMENT OF PUBLIC WORKS, ADMINISTRATION DIVISION  
SANITARY SEWER CCTV AND CONDITION ASSESSMENT AND  
RECOMMENDATIONS SERVICES PROPOSAL  
633 E. BROADWAY ST. SUITE 209  
GLENDALE, CA 91206-4388  
ATTENTION: YAZDAN T. EMRANI, P.E., DIRECTOR OF PUBLIC WORKS**

**E. Interim Inquiries and Responses; Interpretation or Correction  
of RFP**

If a proposer has any questions about this RFP, the proposed Agreement, or the scope of work— or if a proposer finds any error, inconsistency, or ambiguity in the RFP, or the proposed Agreement, or both— the Proposer must make a “Request for Clarification” before submitting its Proposal.

The proposer must submit a Request for Clarification in writing by letter or email to:

City of Glendale  
Department of Public Works, Administration Division  
Attention: Daniel Hardgrove, Assistant Director of Public Works  
633 E. Broadway, Room 209  
Glendale, CA 91206

Email: [DHardgrove@Glendaleca.gov](mailto:DHardgrove@Glendaleca.gov)

Request for Clarification must be received on or before **4:00 p.m., September 27, 2021**.

If necessary, the City will make clarifications, interpretations, corrections, or changes to the RFP, or the proposed Contract, or both, in writing/email by issuing Addenda, as described in Section II.D. (below). A Proposer must not rely upon, and the City is not bound by, purported clarifications, interpretations, corrections, or changes to the RFP and the proposed Contract, that are made verbally or in a manner other than a written advisory from the City.

**F. Addenda**

The City will issue Addenda in writing/email only. A copy of each Addendum (if any) will be posted on the City’s website. It is the proposer’s responsibility to check the City’s web site for any Addenda and to ensure that it has received the said Addenda. Each proposer must provide a signed acknowledgement confirming receipt of all issued Addenda to this RFP, as part of their proposal submittal.

At any time before the proposal deadline, the City may issue Addenda withdrawing the RFP or postponing the Proposal Deadline. However, if any Addendum results in a

material change to this RFP, or the proposed Agreement, or both, the City will extend the Proposal Deadline by not less than seventy-two (72) hours. The City will treat transmittal of Addenda to potential Consultants by U.S. mail, fax, or e-mail as sufficient notice of the changes made by the City.

### **III. General Requirements and Instructions**

#### **A. Examination of Documents**

Before submitting an RFP Response, each Proposer must:

- Thoroughly examine the RFP. A thorough review of this RFP is critical to obtaining an in-depth understanding of the requirements of this RFP.
- Make all necessary investigations, and understand the Scope of Services (**EXHIBIT 1**).
- Be able to furnish the City with valid insurance forms (including insurance certificates and additional insured endorsements) in compliance with the Insurance Requirements described in (**EXHIBIT 4**).

#### **B. Proposer's Representations in the Response**

By submitting a Proposal, a Proposer represents that:

- The RFP is sufficient in scope and detail to indicate and convey reasonable understanding of all requirements, terms, and conditions for performance of the Services required in this Project;
- The Proposer has exercised all necessary due diligence in making investigations and inquiries, examining documents, and inspecting City sites and facilities for this Project;
- The Proposer is fully familiar with and has fully considered all facts, conditions, circumstances, and matters that may affect, in any way, the Proposer's services or costs;
- The Proposal is an irrevocable offer for a period of at least ninety (90) calendar days following City's opening of all Proposals; and
- The Proposer is, and will be, in compliance with the RFP's requirements, terms, and conditions.

#### **C. Withdrawals, Cancellation, or Modification of a Proposal**

**Before** the Proposal Deadline:

A Proposer may withdraw and modify a Proposal, by giving written notice, signed by the Proposer. A withdrawal request must be addressed as follows and delivered to:

City of Glendale  
Public Works Department – Administration Division  
Attention: Yazdan T. Emrani, P.E., Director Public Works  
633 E. Broadway, Suite 209  
Glendale, CA 91206-4388

Email: [yemrani@glendaleca.gov](mailto:yemrani@glendaleca.gov)

For a withdrawal to become effective, the City must receive the Proposer's written request for withdrawal before the Proposal Deadline. The City will not accept or consider a Proposer's verbal telephonic, or facsimile, request for modification or withdrawal of a Proposal.

If a Proposer withdraws its Proposal, the withdrawal will not prejudice the Proposer's right to submit a new Proposal, if the new Proposal is submitted: (a) in accordance with the RFP's requirements, and (b) before the Proposal Deadline.

**After** the Proposal Deadline:

A Proposer must not withdraw, cancel, or modify its Proposal for a period of at least ninety (90) calendar days following the Proposals' due date of October 15, 2021. The City may extend the 90-day period upon the City's written request and upon the affected Proposers' written approval.

***The City may allow a Proposer to withdraw or cancel a Proposal after the opening of the Proposals, if the Proposer establishes, to the City's satisfaction, that all of the following circumstances exist:***

1. The Proposer made a mistake in its Proposal;
2. Within five (5) days after the Proposal's opening, the City receives from the Proposer written notice of the mistake and the notice specifies in detail how the mistake occurred;
3. The mistake made the Proposal materially different from what the Proposer had intended it to be; and
4. The mistake was made in filling out the Proposal and was not due to error in judgment, or carelessness in reading the RFP or the proposed Contract.

## **D. Proposal Preparation Expenses**

Expenses for developing the RFP response are entirely the responsibility of the Proposer and are not chargeable to the City in any manner. The City is not liable for any pre-contractual expenses, which are defined as expenses incurred by Proposer in:

- Preparing its Proposal in response to this RFP.
- Negotiating with the City any matter related to the Proposal.
- Any other expense incurred by Proposer prior to the date of award of the Contract for this RFP.

## IV. Proposal Content and Format

### A. Using the Attached Proposal Forms

Proposals should be complete and include all the information requested by this section. "Proposal Forms" (Pages 61-86) are included in this RFP. These forms are designed to provide relevant background and qualification information. In addition to the Proposal Forms, a complete Proposal will include all relevant information as identified throughout this RFP.

When answering the Proposal Forms' questions, the Proposer must furnish pertinent and relevant information rather than merely provide promotional facts or materials. The Proposer must respond to the Proposal Forms' questions with all applicable information, in order for the City to consider the Proposal as "responsive."

It should be noted that Consultants can use their own forms for their estimated level of effort for this project. However, these forms must include a comprehensive price estimate, identifying all needed tasks, number of hours by labor classification, and the total cost for that task. All labor category hourly rates must be clearly identified. Consultants must also submit a detailed project schedule by task for each task identified in their price proposal.

***If a Proposer fails to provide the information that the forms require, fails to return all of the forms, or fails to submit the required attachments, the City may treat the Proposal as "non-responsive."***

The Proposer must place initials next to all interlineations, alterations, and erasures on the Proposal Forms.

***The Proposer must not modify or qualify the Proposal Forms in any manner. Unauthorized conditions, exemptions, limitations, or provisions attached to a Proposal will render it informal and may cause its rejection.***

### B. Mandatory Qualifications

To be eligible to perform the Services, the Proposal must provide satisfactory evidence that:

1. The Proposer satisfactorily completed at least three (3) public contracts in California; each comparable in scope and scale to this Project, within five (5) years before the Proposal Deadline and with a dollar value equal to or in excess of the Proposal submitted for this Project.
2. References shall be provided for each project listed above. Each reference shall include name, title, organization, mailing address, telephone number, and email of the project manager.

## **C. Experience**

Proposer shall introduce all key personnel. This must include the Project Manager and his/her full experience and qualifications. Additionally, Proposer experience in similar projects in Southern California and with NASSCO and PACP rating systems should be detailed.

## **D. Tools for Measurement and Trackable Results**

Proposer should explain the tools it has and will utilize in order to input, track, measure, analyze, and report pipe defects. Details of Proposer's experience and proficiency with those tools is recommended.

## **E. Cost and Budget Control**

Proposer shall submit a cost estimate table identifying all estimated costs with regards to this project. The cost estimate table should identify all needed tasks, number of hours by labor classification, and the total cost for that task. All labor category hourly rates must be clearly identified. Additionally, any explanation of cost savings and benefit to the City should be explained in as much detail as possible.

## **F. Identifying Proprietary Information; Public Records Act**

A Proposer must identify and list all copyrighted material, trade secrets, or other proprietary information ("protectable documents") that the Proposer included in its Proposal, which Proposer believes should be exempt from disclosure under California's Public Records Act, Government Code Section 6250, et seq.

By listing the documents, the Proposer agrees to indemnify, defend, and hold harmless the City and its officers, agents, employees, and representatives from and against any action, claim, lawsuit, or proceeding, including costs and expenses, arising out of or connected with the City's refusal to disclose the protectable documents to any party making a request for those items.

The City will treat any Proposer, who fails to identify documents that the Proposer believes should be exempt from disclosure, as having waived its right to an exemption from disclosure, as the Public Records Act provides.

All Proposals and other material submitted become the property of the City and may be returned only at the City's option. The City reserves the right to use any ideas presented in any response to the RFP. Selection or rejection of the Proposal does not affect this right.

## **G. Proposal Signature(s)**

The person or persons legally authorized to bind the Proposer to the RFP must sign the Proposal in ink. The individuals signing the Proposal must represent that they are authorized to bind the Proposer's legal entity.

- A corporation must execute the Proposal by its duly authorized officer(s) in accordance with its corporate bylaws.
- A partnership must execute the Proposal by all of its partners. After each signature, each partner must list a residential address or the firm's address, either of which must include the state, zip code, and telephone number.
- If the Proposer is a joint venture consisting of a combination of any of the above entities, each entity in the joint venture must sign the Proposal.
- An individual signing a Proposal as an agent of another or others must attach to the Proposal evidence of that person's legal authority to sign on behalf of another or others.

## V. Method of Selection

All Proposals received on time will be opened, in a non-public setting. Proposals will first be reviewed to ensure compliance with the terms of this RFP. Non-compliant or non-responsive Proposals may be rejected. The City will then evaluate the Proposals in accordance with the criteria listed below.

### A. Basis for Award and Evaluation Criteria

The City is seeking the best qualified Proposers for the program based on the following criteria. Each proposal will be judged in the following areas to determine an overall score based on the criteria below.

- Proposed Implementation and Workflow - 25% (25 points)
  - Overall responsiveness to the requests of this RFP as described in the Scope of Services (Exhibit 1).
- Experience - 25% (25 points)
  - Project Manager experience and qualifications
  - Previous experience with other similar projects in Southern California
  - Previous experience with NASSCO and PACP rating system
- Measureable and Trackable Results - 25% (25 points)
  - Use of technological tools and systems such as Granitenet software for input of pipe defects
  - Reporting capabilities available to the City in order to track and measure project progress
- Cost and Budget Control - 25% (25 points)
  - How will the City get the most benefit for each dollar and how will the effectiveness of deliverables be measured?

***The City may investigate the qualifications of a Proposer under consideration, require confirmation of information furnished by the Proposer, and require the Proposer to provide additional information or evidence of qualifications for the Services described in this RFP.***

### B. Selecting a Proposer

A panel comprised of representatives from the City will evaluate each RFP submission and determine a finalist to be recommended to the Director of Public Works. In the event of multiple recommended proposal, the panel may select up to three (3) finalists for an interview prior to making their recommendation. The Director may submit a recommendation to the City Council, which may select a Proposer.

***The City Council has the final say in selecting a Proposer and must approve an award of a Contract to the successful Proposer and no rights or obligations begin under an award until the approval is secured and all parties have duly signed a Contract.***

Once selected, the successful Proposer must enter into a written Contract with the City within fourteen (14) calendar days following Proposer's receiving the City's Notice of Award.

### **C. City's Reservation of Rights**

This RFP and the proposal evaluation process do not:

- Obligate the City to accept or select any Proposal;
- Constitute an agreement by the City that it will actually enter into any contract with any Proposer.

When it best serves the City's interests, the City may do any one or more of the following:

- Reject any Proposal or all Proposals at its sole discretion.
- Extend the deadline for accepting Proposals.
- Accelerate the pace of the RFP process if only one or a handful of Proposals is received.
- Waive any or all information, defects, irregularities, or informalities in a Proposal.
- Accept amendments to Proposals after the Proposal Deadline.
- Amend, revise, or change the RFP's evaluation or selection criteria.
- Cancel, withdraw, amend, revise, change, or negotiate the terms of this RFP, the proposed Contract, or both.
- Reissue a Request for Proposals.
- Conduct one or more oral interviews.
- Visit a Proposer's facilities or business.
- Examine financial records of a Proposer to the extent necessary to ensure financial stability.
- Make a partial award.
- Negotiate with one or more Proposers.
- Award contracts to one or more Proposers.
- Require a best and final offer from one or more Proposers.
- Provide or perform the Services using a City officer or employee, or contract directly— without an RFP or bids— for the Services.

## VI. Award of Contract

Within ninety (90) calendar days after the City opens all Proposals, if the City Council selects a Proposal, the City will give the selected Proposer a “Notice of Intent to Award Contract” that will specify the “start date” for performing the Contract’s services.

Once selected, the successful Proposer must enter into a written Agreement with the City within fourteen (14) calendar days following Proposer’s receiving the City’s “Notice of Intent to Award Contract.” The RFP, or any part of it, and the Proposer’s responses, will be incorporated into and made a part of the Contract. **A copy of the proposed Contract is provided as EXHIBIT 5.**

Before any services can commence, the selected Proposer will be required to execute the Contract, which is **a standard form of agreement**. To facilitate the Project’s smooth and timely implementation, Proposers responding to this RFP must review all the terms and conditions of the Contract, including, but not limited to, provisions relating to insurance, indemnity, and termination.

The City’s policy is that the Contract be accepted as is. By submitting a Proposal to the City in response to this RFP, each Proposer is deemed to have provided its approval to the Contract, accepting it without qualification. If a Proposer seeks limited modification of the Contract, then in the Proposal a Proposer must identify the proposed changes.

***However, changes or qualifications to the Contract may be weighed in the evaluation of the Proposal and may cause rejection of the proposal as non-responsive, in City’s determination.***

The City reserves the right to negotiate further the terms and conditions of the Contract. The Proposer whom the City Council selects must cooperate with the City in good faith to negotiate, sign, and deliver the final Contract. The City will draft the Contract and may require the selected Proposer to attend one or more Contract negotiation conferences to discuss possible:

- Revisions to the Contract’s service-related terms, conditions, requirements, specifications, or minimum performance standards, other than the insurance and the indemnity provisions; and
- Additions to the Contract, by the parties’ mutual agreement, or as a City Ordinance or Resolution, the City’s Charter or Municipal Code, or any other law that may be required.

At any time, and for any reason, if contract negotiations with the selected Proposer fail to progress, to the City’s reasonable satisfaction, the City reserves the right to not only end negotiations with the selected Proposer, but also cancel the award and reject the Proposal. At its discretion, the City may then: reopen the proposal process; choose from among the remaining, if any, qualified proposers; reissue the RFP; negotiate directly with any firm for services; or choose not to contract for services.

Within fourteen (14) calendar days after the City issues the Notice of Intent to Award Contract, or within any extension that the City may allow, the selected Proposer must submit to the City all of the following items:

- Three (3) originals of the Contract, properly signed by the Proposer.
- Insurance certificates and additional insured endorsements that fully conform to the Contract's requirements.

After the City receives the signed Contracts and insurance documents, the City Attorney's office will review the Contract. Additionally, the City Attorney's office or the City's Risk and Insurance Services Manager will review the required insurance. If the selected Proposer has not changed any terms of the Contract, and if the insurance and the bond(s) conform to the Contract's requirements, the City will sign the Contract and return an original of the Contract to the Proposer.

## VII. Letter of Objection; Procedures

A Proposer, who believes that any part of this RFP is discriminatory against the Proposer or precludes the Proposer from being given reasonable consideration in the procurement process, must submit an objection in writing— by letter only— to the City. ***The City will not consider any verbal objection.*** The Letter of Objection must clearly state:

- The specific objections;
- The areas of concern;
- The facts supporting the objections; and
- A proposed method for resolving the objections.

The Proposer, or the person who is duly authorized to represent the Proposer, must sign the correspondence.

The Proposer must deliver or mail the Letter of Objection to:

City of Glendale  
Department of Public Works, Administration Division  
Sanitary Sewer System CCTV and Condition Assessment and Recommendations  
Services Proposal  
Attention: Yazdan T. Emrani, P.E, Director of Public Works  
633 E. Broadway St. Suite 209  
Glendale, CA 91206

**The City must receive the Letter of Objection on or before 4 p.m. on October 21, 2021.**

Upon the City's timely receipt of the objection letter, the City will review the Proposer's contention(s). If the City decides that the RFP, whether in whole or in part, needs revision, the City will prepare Addenda, as described in Section II.F of this RFP.

## VIII. EXHIBIT LIST

“Exhibit 1”:	Scope of Services
“Exhibit 2”:	CCTV Maps
“Exhibit 3”:	Services Time Schedule
“Exhibit 4”:	Insurance Requirements
“Exhibit 5”:	Sample Contract
“Exhibit 6”:	Proposal Forms

## **EXHIBIT 1 – Scope of Services**

Sanitary Sewer CCTV and Condition Assessment and Recommendations:

### CCTV Inspection

Consultant shall make a video recording of the television inspection and supply one copy to the City. The video recordings shall be in color and give clear video/pictures of conditions of pipelines with hydraulic and structural problems. The recording(s) deemed unacceptable by the City shall be reproduced at no cost to the City.

All data and video recording will become the sole property of the City without restrictions of future use, duplication, modification, and dissemination. Consultant shall have no vested rights to the completed work and may not sell or reuse it without the City's permission. The project data furnished to the Consultant for use in rendering project services shall remain the property of the City and shall be returned on termination of the agreement. Consultant may not distribute, sell or otherwise use data without permission of the City.

Consultant shall create pipeline reports, containing the measurement of faults and other features inside the pipeline. This includes measurements of pipe size, number and location of laterals, water levels and other features, as well as automatic analysis of pipe ovality and pipe available capacity up to 30 times per second.

The camera shall be moved through the line in either direction at a uniform rate stopping when necessary to ensure proper documentation of the sewer's condition but in no case shall the television camera be pulled at a speed greater than thirty feet per minute (30 fpm).

As the camera approaches a lateral connection or substantial structural defect, the camera progress shall be halted and the camera lens panned to further view the lateral pipe and connection (including looking up the lateral) or defect to thoroughly evaluate its condition.

Manual winches, power winches, TV cable powered rewind or other devices that do not obstruct the camera view or interfere with proper documentation of the sewer conditions shall be used to move the camera through the line. If during the inspection operation the television camera will not pass through the entire manhole section, Consultant shall re-set his equipment in a manner so that the inspection can be performed from the opposite manhole. If again, the camera fails to pass through the entire section, Consultant shall notify the City's project manager immediately.

If during the television inspection Consultant encounters a condition where public safety is threatened (such as, but not limited to, a pipe hole, pipe collapse, stoppage, blockage and/or eminent sewer spill) City Project Manager shall be notified immediately. Furthermore, CONSULTANT shall provide a videotape copy of the section of line containing the condition within 24 hours to City's project manager.

If during the television Inspection, the camera is jammed inside the sewer and cannot be retrieved, the Consultant shall not excavate the pipe to retrieve it. Consultant shall inform the City immediately for assistance, but it is Consultant's responsibility to remove the camera and ensure that the sewer is not damaged.

Whenever non-remote powered and controlled winches are used to pull the television camera through the line, telephone, radios or other suitable means of communication shall be set up between the two manholes of the section being inspected to ensure that adequate communications exists between members of the crew.

### Operators

All closed-circuit television (CCTV) operators shall be certified by the National Association of Sewer Service Companies (NASSCO) by passing the Pipeline Assessment and Certification Program (PACP). The methodology of evaluation, data collection, and reporting criteria used for the NASSCO certification shall be practiced for all CCTV inspections. No work under this Contract shall be performed by non-NASSCO certified operators. Consultant shall include copies of its CCTV operators' NASSCO certifications in the proposal package.

### Pre-Inspection Cleaning

All sewer pipelines to be inspected shall be sufficiently cleaned by the Consultant within 72 hours prior to CCTV inspection to provide clear examination of the pipe's interior and to provide sufficient opening for the camera to pass through the pipe. The Consultant shall be careful not to damage any pipes, including existing plastic lining.

Cleaning methods shall be employed to sufficiently clean the pipe so the camera can pass and fully ascertain and document the structural integrity and operational condition of the pipe. Any costs associated with CCTV work that is necessitated by the Consultant's failure to sufficiently clean the main line shall be borne by the Consultant.

All sludge, dirt, sand, rocks, grease, roots, and other solid or semisolid material resulting from the cleaning operations shall be removed and hauled away from the downstream manhole of the section being cleaned. Passing material from sewer section to sewer

section shall not be permitted. The Consultant shall be responsible for removing all solid and semisolid materials from the cleaning operation from the work site no less often than at the end of each workday. Materials, which accumulate during the workday, shall be placed in totally enclosed and watertight containers. Handling, transport, and disposal of materials shall be in full compliance with all applicable Federal, State, and local requirements, and is the sole responsibility of the Consultant.

The Consultant shall verify the manhole locations and information provided by the City's Project Manager in "Exhibit 2, CCTV Maps" prior to the CCTV inspections. The Consultant shall notify Project Manager of any discrepancies within 24 hours of discovering discrepancies.

### CCTV Equipment

The Consultant's CCTV equipment shall include video cameras, a video monitor cable, power sources, and all equipment necessary to perform a CCTV inspection as outlined in this RFP.

The cameras shall meet Cal-OSHA requirements for operating in a sanitary sewer environment.

The cameras shall have Pan-and-Tilt capabilities, and shall have a minimum of 360 x 270 degree rotation and illumination sensitivity shall be three lux or less and provide a minimum of 460 lines of resolution. The focal distance shall be adjustable through a range from 25 mm (1 inch) to infinity.

During CCTV inspection, lighting intensity shall be adjusted to minimize glare. Lighting and picture quality shall be adjusted to provide a clear, in-focus picture of the entire periphery of the pipeline for all conditions encountered.

All camera systems shall be able to navigate around minor objects, roots, and debris. The system used to move the camera through the pipe shall not obstruct the camera's view or interfere with proper documentation of the sewer conditions.

The camera cable shall be retracted to remove slack and to ensure an accurate footage reading.

The distance shall be measured between the exit of the start manhole and the entrance of the finish manhole for a true measurement of the length of the pipe segment, as required by PACP. It shall be recorded in standard units and the video display readout shall display units to one-tenth of a foot.

The cable footage-counter shall be accurate to plus or minus 2 feet per 1,000 feet. The Consultant shall calibrate their measuring device monthly with a known distance prior to starting the inspection and recording process.

Video inspection and reporting shall be submitted in a NASSCO-compatible format.

The camera lens shall be kept clear of condensation and debris during the CCTV inspection.

Consultant shall have the ability to communicate with its crew at all times (i.e., cellular phone, radio, etc.).

Consultant shall have replacement equipment available within twenty-four (24) hours in the event of equipment breakdown.

### Software Requirements

The Consultant shall perform all CCTV inspections using the Granite Net version 4.8 software, by Cues, in the PACP module. It is intended that the Consultant shall make a continuous digital recording of the complete pipe inspection. The recording shall also be used as a permanent record of defects. Unless directed otherwise by the City, the recording shall be MPEG 4. The Consultant shall pause the digital recording at any time there is a delay in the inspection and restart the digital video recording in the same digital file. The pause shall in no way affect, freeze, or interrupt the reply of the video and shall not close the video file during the inspection. The Consultant shall store a single video file for each segment inspected. The recorded files shall have a resolution of 352 by 240 pixels and an interlaced frame rate of a minimum of 24 frames per second. The naming of the video file shall be automatic, consisting of "UPSTREAM AND DOWNSTREAM MAINTENANCE DISTRICT NO. AND MANHOLE ID", as shown in the following example,

All pictures shall be recorded as a JPEG image. For each picture, indexing shall exist as a separate text file of the observation noted. The data shall be time coded using the elapsed time from the video file. This shall allow the user in Granite Net version 4.8 to use the indexing feature and go to that defect with a click instead of fast forwarding or rewinding. All pictures shall have the same file name as the pipeline video plus the footage where the picture is taken.

Separate video and data files shall be created for each sewer line segment. In case of reverse setup, such inspection shall be stored in a separate video and data files. If an undocumented manhole is discovered during the inspection, then a separate inspection shall be started for the additional pipe segment. At the kick-off meeting, the City will

provide the Consultant with a list of unused manhole IDs for naming the undocumented manholes.

### Video

The Consultant shall make a continuous color digital recording in MPEG 4 format for each pipe segment inspected, unless specified by City.

Video files shall have a minimum resolution of 1920 x 1080 pixels and an interlaced frame rate at a minimum of 24 frames per second.

Video inspection will not exceed a traverse rate of 30 feet per minute.

The Consultant shall pause the digital recording at any time there is a delay in the inspection and restart the digital video recording in the same digital file. The pause shall in no way affect, freeze, or interrupt the replay of the video and shall not close the video file during the inspection.

Each pipe segment (manhole to manhole) shall be identified with an initial text screen and completed in accordance with PACP's CCTV inspection form header Instructions and shall be as follows:

Line	Number & Description
Line1:	Surveyed By
Line2:	Street
Line3:	Location Code*
Line4:	Weather*
Line5:	Direction of Survey (upstream/downstream)
Line6:	Use of sewer*
Line7:	Pipe Material
Line8:	Pipe Diameter/Height
Line9:	Pipe Length(on plans)
Line10:	Start Manhole City ID Number
Line11:	End Manhole City ID Number
Line12:	Pipe ID
Line 13	District Number
Line 14:	Inspection Time/Date

Line items noted with an asterisk (\*) are optional depending on the line capacity of the text overlay equipment.

This data must completely match the data entered in the database header information. The Consultant shall provide a sample submittal of the CCTV video output, inspection log, digital photos, and inspection evaluation database, after completing 1 day of CCTV inspection. City staff shall determine the typical video quality, quality of cleaning of the pipe, and judgment exercised on the evaluation of pipe condition. This submittal shall note any changes to the Specifications listed in this RFP regarding video format, compression or other conditions for review and approval by the City.

The initial text screen shall appear no more than 15 seconds at the beginning of the video footage, and shall appear before the 360-degree pan of the starting manhole.

During the CCTV inspection, the video shall show the following text at all times:

LineNumber	Description
Line1:	City
Line2:	Street/ Start Manhole City ID Number/ Direction of
Inspection/End Manhole	City ID Number
Line3:	Pipe Material/ Pipe Size
Line4:	Inspection Time/Date/Running Total
Line5:	District Number

During the CCTV inspection, the camera shall stop at all defects and significant observations to ensure a clear and focused view of the pipe condition and shall rotate the camera head at the defect to allow for adequate evaluation.

The video recording shall include on-screen observation text for every observation recorded in the database, including AMH, in addition to the text in Section J above.

The naming of the video file shall be automatic, consisting of "UPSTREAM AND DOWNSTREAM CITY MAINTENANCE DISTRICT NO. AND MANHOLE CITY ID"

### Photographs

Digital photographs in JPEG format shall be made of all recorded defect observations. These photographs will be computer generated with the use of the inspection reporting system software.

JPEG images shall be captured at a minimum resolution of 800X600 pixels.

At a minimum, all photographs shall be named consisting of the following descriptions: "FROM MANHOLE CITY ID NUMBER", "TO MANHOLE CITY ID NUMBER", the defect location along the pipe. It is in the Consultant's discretion as to additional data

information that may be needed in the naming of the files to make each file unique within the file naming constraints of their inspection software.

Any additional information shall be included after the mandatory info specified above. The naming convention shall be consistent throughout the project.

A minimum of ONE photograph of each defect shall be taken.

ONE photograph is required for each lateral connection looking directly at the connection and each AMH observation from the bottom of the manhole looking up.

#### Additional Inspection Procedures

A full 360-degree pan of all manholes is required. This video footage shall occur at the beginning of each pipe segment survey inspection from the bottom of the manhole panning up the manhole shaft. The Consultant shall cover the manhole opening to prevent too much light from entering the structure and to ensure a clear and focused view of the manhole interior. In instances when the manhole is the terminating manhole, then the pan shall occur at the end of the pipe segment survey inspection.

Video footage shall be taken centered on the pipe with the water level running horizontally. The camera shall run along the invert of the pipe and not at its side, unless it is passing a point obstacle. If extended driving on the side of the pipe is required, then either the pipe needs a more thorough cleaning or an observation should be noted from the PACP codes describing the nature of the obstacle.

Obstructions may be encountered during the course of the CCTV inspection that prevent the travel of the camera. In instances when obstructions are not passable, the Consultant shall withdraw the equipment and begin a CCTV inspection from the opposite end of the sewer reach.

If a particular line is inspected more than once, then the Consultant shall include all versions of the inspections in the database. The MGO observation shall be used on all inspections except at the first occurrence. The Consultant shall provide an explanation for the additional inspections in the Remarks section.

#### Excessive Depth of Flow

Maximum depth of flow for CCTV inspections shall be 30 percent of the pipe diameter. If the depth of flow is greater, then the CCTV inspection shall be performed during the low flow periods between the hours of 10:00 p.m. to 6:00 a.m.

The Consultant shall pay special attention to all local jurisdiction rules and regulations, especially regarding activities during off-peak hours. If the flow is still above 25 percent on the return trip, then the Consultant can use a flow-controlling mechanism (i.e. flow reducer) to control the flow and proceed with the inspection. After the initial screen and AMH observation, the MGO observation shall be used to note the reason for the return to this location and indicate the use of such flow-controlling equipment, in the appropriate box in the section header information screen.

The Consultant shall include the original inspection in the final submittal even with high flow conditions.

If the Consultant encounters a surcharging manhole (whereas the flow at the manhole is at least 50 percent of the sewer pipe diameter), then the Consultant shall immediately notify the Public Works Maintenance Services Section at (818) 548-3950.

### Measurement and Payment

Measurement and payment for CCTV and condition assessment and recommendations of existing sanitary sewer pipelines and manholes shall be at the unit price per linear foot, regardless of diameter. CCTV Inspections for approximately 500,000 linear feet of sanitary sewer pipes as identified in Exhibit 1.

Payment shall be made at the unit price per linear foot, regardless of pipeline diameter, indicated in the Proposal for which price shall constitute full compensation for furnishing all materials, labor, traffic control set up (heavy and light traffic areas), tools and equipment for the cleaning and video inspection/taping and condition assessment of the existing sanitary sewer pipelines and manholes identified in Exhibit 2.

In general, the actual length of video inspection should be used for invoicing purposes. The actual length is the distance that the Consultant was able to video inspect in lineal feet from the inside face of the upstream wall of the downstream manhole, where the CCTV equipment was placed into the pipe, to the farthest point along the pipe segment that cleaning was conducted with a maximum length being up to the inside face of the upstream wall of the upstream manhole.

If a clean pipe is only able to be partially inspected due to an obstruction, the Consultant shall immediately alert the City's Project Manager.

If the obstruction is found to be a physical defect which did not allow the video inspection to take place, then the Consultant may invoice for the amount actually videotaped by the Consultant.

For pipes that are able to be videotaped in their entirety, the invoiced length will be compared to the GIS length to identify inconsistencies. Also, City's Public Works Inspector and Project Manager will be inspecting work sites and measurement techniques during this project.

## **A. Project Submittals and Deliverables**

### **1. Submittals**

The project submittal will consist of:

- A. An external hard drive (provided by the Consultant at Consultant's expense) containing the database, video, and photo files with a folder for **each Maintenance District**.
- B. A printed Report in a hardcover white clear view 3-ring binder labeled as described in the "Deliverables Section" below containing the following information:
  - a. Footage calibration report for each camera used.
  - b. PACP Certificate copies of all operators.
  - c. Summary table of all pipeline segments inspected within each district with the following fields in the order listed:

Column 1: Date of Inspection

Column 2: Start Manhole City ID

Column 3: Stop Manhole City ID

Column 4: Total Pipe Length (per attached plan in Exhibit 1)

Column 5: Televised Length

Column 6: Quick Maintenance Rating (per PACP)

Column 7: Quick Structure Rating (per PACP)

Column 8: Section Number

(\*NOTE: The table shall be sorted by Start Manhole)

- d. An observation table of all pipeline segments inspected with the following fields in the order listed:

Column 1: Section Number

Column 2: Position of Defect

Column 3: Observation Code (per PACP)

Column 4: Observation Description (per PACP)

Column 5: Structural Grade (per PACP)

Column 6: O&M Grade (per PACP)

## **Column 7: Recommendations (e.g. Point Repair, CIPP Lining, etc.)**

(\*NOTE: The table shall be sorted by Section Number)

### **2. Deliverables**

- A. All video recording, image files, and databases shall be submitted in a digital format approved by the City's project manager and electronically stored in a Granite Net 4.8 software, PACP database format, for proper data management. All video recording, image files, databases, and reports shall be generated using the Granite Net 4.8 software. The digital CCTV inspections shall be submitted on an external hard drive with USB 2.0 connection. All submittals shall become the property of the City.
- B. External hard drive(s), binder cover and binder spine label shall include the following information on computer-generated labels:
  - 1. City of Glendale, Department of Public Works
  - 2. General Consultant Name and Sub-Consultant Name
  - 3. Project Number 5077
  - 4. District Number
  - 5. Start Date of CCTV Inspections (e.g. MM/DD/YYYY)
  - 6. 6. Finish Date of CCTV Inspections (e.g. MM/DD/YYYY)

Video and written reports shall be submitted to:

### **City of Glendale**

**Department of Public Works, Maintenance Services**

**Attention: Daniel Hardgrove, Assistant Director of Public Works**

**541 W. Chevy Chase Drive**

**Glendale, CA 91204**

### **3. Review**

- A. The video recordings, photographs, and data shall be reviewed by the CITY for focus, lighting, clarity of view, and technical quality.
- B. Videos or photographs recorded while a camera has flipped over in the process of traveling or the viewing of laterals, obstructions, or defects are blocked by cables, skids or other equipment will not be accepted.

- C. Shape, focus, proper lighting, and clear, distortion-free viewing during the camera operations shall be maintained. Failure to maintain these conditions will result in the rejection of the video and/or photographs by the CITY.
- D. Videos or photographs recorded showing steam, inadequate lighting, or other poor image quality will be cause for rejection by CITY.
- E. Any reach of sewer where recording quality, inspection, and/or report is not acceptable to CITY according to this RFP shall be re-televised, or data modified at no additional cost to the City.

## EXHIBIT 2 – CCTV Maps

### **EXHIBIT 3 – Services Time Schedule**

November 15, 2021	Notice to Proceed and Project Kick-off Meeting
February 28, 2022	Project Completion

## EXHIBIT 4 – Insurance Requirements

### “WORKERS’ COMPENSATION” INSURANCE

1.1 At its own expense, CONTRACTOR shall obtain, pay for, and maintain— and shall require each of its Subcontractors to obtain and maintain— for the duration of this Agreement:

- (A) Complete Workers’ Compensation insurance, meeting or exceeding the coverages and amounts that California law requires; and
- (B) Employer’s Liability insurance in an amount not less than:
  - (1) ONE MILLION DOLLARS (\$1,000,000) per accident for bodily injury or disease;
  - (2) ONE MILLION DOLLARS (\$1,000,000) per employee for bodily injury or disease; and
  - (3) ONE MILLION DOLLARS (\$1,000,000) policy limit.

1.2 CONTRACTOR shall provide CITY with a “**certificate of insurance**” and a subrogation endorsement, “**Waiver of Our Right to Recover from Others**”— on forms satisfactory to the City Attorney or City’s Risk Manager, and signed by the insurance carrier or its authorized representative— which fully meet the requirements of, and contain provisions entirely consistent with, this Agreement’s workers’ compensation insurance requirements.

1.3 CITY shall not be liable to CONTRACTOR’s personnel, or anyone CONTRACTOR directly or indirectly employs or uses, for a claim at law or in equity arising out of CONTRACTOR’s failure to comply with this Agreement’s workers’ compensation insurance requirements.

### “COMMERCIAL GENERAL LIABILITY” OR “BUSINESSOWNERS LIABILITY” INSURANCE

1.1 At its own expense, CONTRACTOR shall obtain, pay for, and maintain— and shall require each of its Subcontractors to obtain and maintain— a “Commercial General Liability” or a “Business owners Liability” insurance policy on an **occurrence** basis to fully protect CONTRACTOR and CITY from claims and suits for bodily injury, personal and advertising injury, property damage, and medical payments. The policy must add the City of Glendale and its officers, agents, employees, and representatives (collectively, “CITY AND ITS REPRESENTATIVES”) as **additional insureds**.

1.2 Coverage afforded to CITY AND ITS REPRESENTATIVES must be at least as broad as that afforded to CONTRACTOR. If CONTRACTOR has higher limits than the limits specified in these insurance requirements, or has additional broader coverage, or has both, the insurer shall make available the higher limits and broader coverage to CITY AND ITS REPRESENTATIVES. The insurance must be written for the limits of liability specified below:

- (A) ONE MILLION DOLLARS (\$1,000,000) per occurrence, or the full per occurrence limits of the policy— whichever limit is greater— for bodily injury (including accidental death) to any one person;
- (B) ONE MILLION DOLLARS (\$1,000,000) per occurrence, or the full per occurrence limits of the policy— whichever limit is greater— for personal and advertising injury to any one person;
- (C) ONE MILLION DOLLARS (\$1,000,000) per occurrence, or the full per occurrence limits of the policy— whichever limit is greater— for property damage; and
- (D) TWO MILLION DOLLARS (\$2,000,000) general aggregate limit, or the full aggregate limits of the policy— whichever limit is greater.

1.3 The liability insurance must include all major divisions of coverage and must cover:

- (A) Premises Operations (including Explosion, Collapse, and Underground ["X,C,U"] coverages as applicable);
- (B) Independent Contractors' Protective Liability;
- (C) Products and Completed Operations (maintain same limits as above until five (5) years after: recordation of the Notice of Completion or final close-out of the Agreement);
- (D) Personal and Advertising Injury (with Employer's Liability Exclusion deleted);
- (E) Contractual Liability; and
- (F) Broad Form Property Damage.

**1.4** CONTRACTOR shall provide CITY with a "**certificate of insurance**" and an "**additional insured endorsement**"— on forms satisfactory to the City Attorney or City's Risk Manager, and signed by the insurance carrier or its authorized representative— which fully meet the requirements of, and contain provisions entirely consistent with, all of the Insurance Requirements.

**1.5** The "certificate of insurance" and an "additional insured endorsement" must state:

"The City of Glendale, and its officers, agents, employees, and representatives are included as additional insureds under the policy(s). This insurance is primary to all other insurance of the City. The City's insurance, or self-insurance, or both, will apply in excess of— and will not contribute with— this insurance. This insurance applies separately to each insured or additional insured who is seeking coverage, or against whom a claim is made or a suit is brought. The issuing company shall mail thirty (30) days advance notice to the City for any policy cancellation, termination, non-renewal, or reduction in coverage."

#### **"BUSINESS AUTOMOBILE" LIABILITY INSURANCE**

**1.1** At its own expense, CONTRACTOR shall obtain, pay for, and maintain— and shall require each of its Subcontractors to obtain and maintain— a "Business Automobile" insurance policy on an **occurrence** basis to fully protect CONTRACTOR and CITY from claims and suits for bodily injury, property damage, and medical payments. The policy must add the City of Glendale and its officers, agents, employees, and representatives as **additional insureds**.

**1.2** The insurance must not be written for less than the limits of liability specified below or required by law, whichever coverage amount is greater:

- (A) ONE MILLION DOLLARS (\$1,000,000) per occurrence for bodily injury (including accidental death) to any one person; and
- (B) ONE MILLION DOLLARS (\$1,000,000) per occurrence for property damage; or
- (C) ONE MILLION DOLLARS (\$1,000,000) combined single limit ("CSL").

**1.3** The liability insurance must include all major divisions of coverage and must cover all vehicles, whether rented, leased, hired, scheduled, owned or non-owned.

**1.4** CONTRACTOR shall provide CITY with a "**certificate of insurance**" and an "**additional insured endorsement**"— on forms satisfactory to the City Attorney or City's Risk Manager, and signed by the insurance carrier or its authorized representative— which fully meet the requirements of, and contain provisions entirely consistent with, all of the Insurance Requirements.

**1.5** The "certificate of insurance" and an "additional insured endorsement" must state:

"The City of Glendale, and its officers, agents, employees, and representatives are included as additional insureds under the policy(s). This insurance is primary to all other insurance of the City. The City's

insurance, or self-insurance, or both, will apply in excess of— and will not contribute with— this insurance. This insurance applies separately to each insured or additional insured who is seeking coverage, or against whom a claim is made or a suit is brought. The issuing company shall mail thirty (30) days advance notice to the City for any policy cancellation, termination, non-renewal, or reduction in coverage.”

## **GENERAL REQUIREMENTS**

**1.1** At all times, the insurance company issuing the policy must meet all three of these requirements:

- (A) It must be “admitted” insurer by the State of California Department of Insurance or must be listed on the California Department of Insurance’s “List of Approved Surplus Line Insurers” (“LASLI”);
- (B) It must be domiciled within, and organized under the laws of, a State of the United States; and
- (C) It must carry a minimum A.M. Best Company Financial Strength Rating of “A:VII,” or better.

**1.2** If the Agreement requires any of the foregoing insurance coverages to remain in force after the Final Payment, and if they are reasonably available, CONTRACTOR shall submit to CITY— with the final Application for Payment— all certificates and additional insured endorsements evidencing the coverages’ continuation.

**1.3** A deductible or self-insured retention is subject to CITY’s review and approval, in its sole discretion. The insurance company or its authorized representative must state either on the insurance certificate or in a separate correspondence:

- (A) The amount of the deductible, or self-insured retention, or both;
- (B) Whether a limit of insurance has been lowered by any pending or paid claim; and
- (C) The current limit amount, as lowered by the pending or paid claim.

**1.4** Despite any conflicting or contrary provision in CONTRACTOR’s insurance policy:

- (B) CONTRACTOR’s insurance is primary;
- (C) Other insurance (whether primary, excess, contingent or self-insurance, or any other basis) available to CITY, or its representatives, or both, is excess over CONTRACTOR’s insurance;
- (D) CITY’s insurance, or self-insurance, or both, will not contribute with CONTRACTOR’s insurance policy;
- (E) CONTRACTOR and CONTRACTOR’s insurance company waive— and shall not exercise— any right of recovery or subrogation that CONTRACTOR or the insurer may have against CITY, or its representatives, or both;
- (F) CONTRACTOR’s insurance policy applies separately to each insured or additional insured who is seeking coverage, or against whom a claim is made or suit is brought, except that the naming of multiple insureds will not increase an insurance company’s limits of liability;
- (G) CONTRACTOR’s insurance policy applies to a claim or suit brought by an additional insured against a Named Insured or other insured, arising out of bodily injury, personal injury, advertising injury, or property damage; and
- (H) CITY is not liable for a premium payment or another expense under CONTRACTOR’s policy.

**1.5** At any time during the duration of this Agreement, CITY may do any one or more of the following:

- (A) Review this Agreement's insurance coverage requirements; or
- (B) Require that CONTRACTOR:
  - (1) Obtain, pay for, and maintain more or less insurance depending on CITY's assessment of any one or more of the following factors:
    - (a) CITY's risk of liability or exposure arising out of, or in any way connected with, the services of CONTRACTOR under this Agreement;
    - (b) The nature or number of accidents, claims, or lawsuits arising out of, or in any way connected with, the services of CONTRACTOR under this Agreement; or
    - (c) The availability, or affordability, or both, of increased liability insurance coverage;
  - (2) Reduce or eliminate a deductible or self-insured retention as it applies to CITY; or
  - (3) Obtain, pay for, and maintain a bond (as a replacement for an insurance coverage) from a California corporate surety, guaranteeing payment to CITY for liability, or costs, or both, that CITY incurs during CITY's investigation, administration, or defense of a claim or a suit arising out of this Agreement.
- (A) If CONTRACTOR's insurance company adds CITY, and its officers, agents, employees, and representatives (collectively, "its representatives") as additional insureds, then for all acts, errors, or omissions of CITY, or its representatives, or both, that insurer shall:
  - (1) Pay those sums that CITY, or its representatives, or both, become legally obligated to pay as damages; and
  - (2) Defend— and pay the costs of defending— CITY, or its representatives, or both;

**1.6** CONTRACTOR shall maintain the insurance policy without interruption, from the Project's commencement date to the Final Payment date, or until a date that CITY specifies for any coverage that CONTRACTOR must maintain after the Final Payment.

**1.7** CONTRACTOR's insurance company or self-insurance administrator shall mail CITY written notice at least thirty (30) days in advance of the policy's or the self-insurance program's cancellation, termination, non-renewal, or reduction in coverage.

**1.8** CONTRACTOR shall not allow any insurance to expire, cancel, terminate, lapse, or non-renew. Twenty-one (21) days before its insurance policy's expiration, cancellation, termination, or non-renewal, CONTRACTOR shall deliver to CITY evidence of the required coverage as proof that CONTRACTOR's insurance policy has been renewed or replaced with another insurance policy which, during the duration of this Agreement, meets all of this Agreement's insurance requirements.

**1.9** At any time, upon CITY's request, CONTRACTOR shall furnish satisfactory proof of each type of insurance coverage required— including a certified copy of the insurance policy or policies; certificates, endorsements, renewals, or replacements; and documents comprising CONTRACTOR's self-insurance program— all in a form and content acceptable to the City Attorney or City's Risk Manager.

**1.10** If CONTRACTOR hires, employs, or uses a Subcontractor to perform work, services, operations, or activities on CONTRACTOR's behalf, CONTRACTOR shall ensure that the Subcontractor:

- (A) Meets, and fully complies with, this Agreement's insurance requirements;

- (B) Delivers to CITY— for its review, or approval, or both— all insurance policies, certificates, and endorsements that this Agreement requires; and
- (C) Furnishes CITY, at any time upon its request, with a complete copy of the Subcontractor's insurance policy or policies for CITY's review, or approval, or both.

**1.11** CONTRACTOR's failure to comply with an insurance provision in this Agreement constitutes a breach upon which CITY may immediately terminate or suspend CONTRACTOR's performance of this Agreement, or invoke another remedy that this Agreement or the law allows. At its discretion, CITY may obtain or renew the insurance, and CITY may pay all or part of the premiums. Upon demand, CONTRACTOR shall repay CITY for all sums or monies that CITY paid to obtain, renew, or reinstate the insurance, or CITY may offset the cost of the premium against any sums or monies that CITY may owe CONTRACTOR.

### **CONTRACTOR'S SUBMITTAL OF CERTIFICATES AND ENDORSEMENTS**

**1.1** CONTRACTOR shall have its insurance carrier(s) or self-insurance administrator(s) complete and execute the following insurance documents, unless an exception below applies. When CONTRACTOR signs and delivers the Agreement to CITY, CONTRACTOR also shall deliver:

- (A) A "certificate of insurance" for each required liability insurance coverage;
- (B) An additional insured endorsement for Commercial General Liability coverage or Businessowners Liability coverage and Automobile Liability coverage, unless this Agreement does not require CONTRACTOR to obtain and maintain Commercial General Liability coverage, Businessowners Liability coverage, or Automobile Liability coverage;
- (C) A "certificate of insurance" for Workers' Compensation insurance; or  
     If CONTRACTOR is self-insured for workers' compensation, a copy of the "Certificate of Consent to Self-insure" from the State of California; or  
     If CONTRACTOR is lawfully exempt from workers' compensation laws, an "Affirmation of Exemption from Labor Code §3700" form;
- (D) A subrogation endorsement, "Waiver of Our Right to Recover From Others," for Workers' Compensation coverage; and
- (E) A complete copy of CONTRACTOR's Professional Liability insurance policy, including all forms and endorsements attached to it.

**1.2** CITY will neither sign this Agreement nor issue a "Notice to Proceed" until the City Attorney or City's Risk Manager has reviewed and approved the insurance documents. CITY's decision as to the acceptability of all insurance documents is final. Unless CONTRACTOR obtains CITY's written approval, CITY will not permit or allow a substitution of an insurance policy, or a change in a certificate's or an endorsement's form and content, or both.

### **INSURANCE OBLIGATION IS SEPARATE FROM INDEMNITY OBLIGATION**

**2.1** The Agreement's insurance provisions:

- (A) Are separate and independent from the indemnification and defense provisions in the Agreement; and
- (B) Do not limit, in any way, the applicability, scope, or obligations of the indemnification and defense provisions in the Agreement.

## EXHIBIT 5 – Sample Contract

The proposed Contract is set forth below. ***THIS IS A DRAFT VERSION OF THE CONTRACT.*** The City reserves the right to revise this proposed Contract, including its service-related terms, conditions, requirements, specifications, or minimum performance standards. ***THE FINAL VERSION MAY CONTAIN NEW OR DIFFERENT TERMS.***

CONTRACT No. \_\_\_\_\_

### **PROFESSIONAL SERVICES AGREEMENT**

BETWEEN THE CITY OF GLENDALE  
AND  
\_\_\_\_\_

**THIS AGREEMENT** (“Agreement”), effective \_\_\_\_\_, 20\_\_\_\_ (“Effective Date”), is between the City of Glendale (“CITY”), a municipal corporation, and \_\_\_\_\_ (“CONSULTANT”), a [(Name of State) corporation/ partnership/ limited partnership/ limited liability company/ a sole proprietor/ an individual] (collectively, “PARTIES” or individually, “PARTY”).

### **RECITALS**

A. CITY is a public entity organized and existing under its Charter and the State of California’s Constitution.

B. CONSULTANT represents that CONSULTANT is, and will continue to be for this Agreement’s duration, a [(Name of State) corporation in good standing/ partnership/ limited partnership/ limited liability company/ a sole proprietorship/ an individual.] ***[NOTE: staff must verify corporate status/ partnership/ LLC and Consultant’s license, if any, and obtain proof.] [ADD, IF APPLICABLE: (which) (who) employs persons who are duly registered or licensed to practice in the State of California.]***

C. CONSULTANT possesses the competence, experience, expertise, skill, facilities, equipment, personnel, financial wherewithal, and other resources necessary to perform this Agreement’s tasks in a professional and competent manner.

D. CONSULTANT desires to furnish and perform professional services for CITY, on the terms and conditions described in this Agreement. CONSULTANT has the legal authority to provide, engage in, and carry out the professional services set forth in this Agreement.

## **AGREEMENT**

**THEREFORE**, CITY engages CONSULTANT's services, and in consideration of the PARTIES' mutual promises, the PARTIES agree as follows:

### **1.0 INCORPORATION OF RECITALS**

1.1. The Recitals constitute the factual basis upon which CITY and CONSULTANT have entered into this Agreement. CITY and CONSULTANT acknowledge the Recitals' accuracy and, therefore, incorporate them into this Agreement.

### **2.0 TERM**

[Select one of the following alternatives:]

2.1. **[OPTION 1]** This Agreement begins on the Effective Date, and continues in effect until completion of the work described in Article 3, unless this Agreement ends sooner according to the terms elsewhere in this document.

2.1. **[OPTION 2]** This Agreement's Term is [  #  ] [months/ years], beginning on [DATE] and ending on [DATE], unless this Agreement ends sooner according to the terms elsewhere in this document.

### **3.0 SERVICES**

3.1. **Scope of Work.** CONSULTANT shall [specify services to be provided] ("the Services") in accordance with the Scope of Work [**ADD, IF APPLICABLE:** and Fee Schedule], which is attached as "Exhibit B" to this Agreement and is incorporated into it by this reference. **[NOTE: "Exhibit B" must set forth in detail the nature and extent of services that professional person or firm will render. Scope of Work should identify specific tasks, list and describe any deliverables, and specify procedures/ criteria for acceptance.]**

#### **3.2. Written Authorization.**

(A) CONSULTANT shall not make changes in the Scope of Work, perform any additional work, or provide any additional material, without first obtaining written authorization from CITY. If CONSULTANT provides additional services or materials without written authorization, or if CONSULTANT exceeds the Maximum Cost in Paragraph 7.4 of this Agreement, CONSULTANT proceeds at CONSULTANT's own risk and without payment.

(B) CITY will authorize CONSULTANT to proceed with discrete tasks by issuing written Task Orders. Receipt of a written Task Order, signed by CITY's Project Manager, is a prerequisite for CONSULTANT to proceed with each task. [**ADD, IF APPLICABLE:** Each Task Order will specify a not-to-exceed price and a schedule for completion of the task. CONSULTANT shall not exceed the not-to-exceed price in each Task Order.] In performing each phase or task, CONSULTANT shall not exceed the Maximum Cost in Paragraph 7.4 of this Agreement. Issuance of a Task Order neither

authorizes CONSULTANT to incur expenditures in excess of the Maximum Cost, nor relieves CONSULTANT from its responsibility for completing all of the Services within the Maximum Cost.

3.3. **Professional Standard of Care.** During this Agreement's Term:

(A) CONSULTANT and its Subconsultants, subcontractors, employees, and agents (collectively, "CONSULTANT PARTIES") shall perform all of the Services in this Agreement in an expeditious and professional manner, using professionals properly licensed and duly qualified to perform the Services.

(B) CONSULTANT PARTIES shall perform the work described in this Agreement in accordance with generally accepted professional practices and principles, and in a manner consistent with the level of care and skill ordinarily exercised under similar conditions by members of CONSULTANT PARTIES' profession currently practicing in California. By delivering the completed work, CONSULTANT PARTIES represent and certify that their work conforms to: the requirements of this Agreement; all applicable (federal, state, county, local, CITY) laws, rules, regulations, orders, and procedures; and the professional standard of care in California.

(C) CONSULTANT PARTIES are responsible for making an independent evaluation and judgment of all conditions affecting performance of the work, including without limitation: site conditions; existing facilities; seismic, geologic, soils, hydrologic, geographic, climatic conditions; applicable (federal, state, county, local, CITY) laws, rules, regulations, orders, and procedures; and all other contingencies or design considerations. Data, calculations, opinions, reports, investigations, or any other information or documents that CITY provides relating to site, local, or other conditions are not warranted or guaranteed, either expressly or implied, by CITY.

(D) When the Scope of Work requires or permits CITY's review, approval, conditional approval, or disapproval, CONSULTANT acknowledges that CITY's review, approval, conditional approval, or disapproval:

- (1) Is solely for the purposes of administering this Agreement and determining whether CONSULTANT is entitled to payment for its Services;
- (2) Is not to be construed as a waiver of any breach, or acceptance by CITY, of any responsibility— professional or otherwise— for the Services or CONSULTANT's work product;
- (3) Does not relieve CONSULTANT of the responsibility for complying with the standard of performance or professional care; or laws, regulations, or industry standards; and
- (4) Does not relieve CONSULTANT from liability for damages arising out of CONSULTANT's: negligent acts, errors, or

omissions; recklessness; willful misconduct; or noncompliance with industry standards.

(E) Without additional compensation to CONSULTANT and at no cost to CITY, CONSULTANT shall correct or revise all errors, mistakes, or deficiencies in its work product, studies, reports, designs, drawings, specifications, or other services.

#### **4.0 TIME FOR PERFORMANCE**

[Select one of the following alternatives:]

4.1. **[OPTION 1]** CONSULTANT shall complete all of the Services by     [DATE]    .

4.1. **[OPTION 2]** CONSULTANT shall perform the Services according to the Project Time Schedule, which is attached as “Exhibit C” to this Agreement and is incorporated into it by this reference. CONSULTANT shall complete all of the Services by     [DATE]    .

4.2. If the Project Time Schedule calls for performance of the Services in phases or discrete increments, CONSULTANT shall not proceed from one phase or increment to the next without written authorization from CITY’s Project Manager.

4.3. **Force Majeure.** If an event or condition constituting a “force majeure”—including, but not limited to, an act of God, labor dispute, civil unrest, epidemic, or natural disaster—prevents or delays a PARTY from performing or fulfilling an obligation under this Agreement, the PARTY is not in Default, under Paragraph 13.1 of this Agreement, of the obligation. A delay beyond a PARTY’s control automatically extends the time, in an amount equal to the period of the delay, for the PARTY to perform the obligation under this Agreement. The PARTIES shall prepare and sign an appropriate document acknowledging any extension of time under this Paragraph.

#### **5.0 PERSONNEL**

5.1. **Project Management.** Each PARTY shall appoint a Project Manager. The Project Managers shall meet [**SET FORTH SPECIFIC TIMES: hourly/ daily/ weekly/ as needed**] to coordinate, review, and ensure CONSULTANT’s performance under this Agreement. CITY’s Project Manager will oversee the administration of CONSULTANT’s tasks under this Agreement.

5.2. **Key Personnel.** CONSULTANT’s project team shall work under the direction of the following key personnel [**IDENTIFY CONSULTANT’S KEY PERSONNEL AND TITLE**]. [**OR STATE: CONSULTANT shall employ the key personnel identified in “Exhibit B.”**] CONSULTANT shall minimize changes to its key personnel. CITY may request key personnel changes, and CITY may review and approve key personnel changes proposed by CONSULTANT. CITY will not unreasonably withhold approval of key personnel assignments and changes.

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5.3. **Use of Agents or Assistants.** With CITY's prior written approval, CONSULTANT may employ, engage, or retain the services of persons or entities ("Subconsultants") that CONSULTANT may deem proper to aid or assist in the proper performance of CONSULTANT's duties. CITY is an intended beneficiary of all work that the Subconsultants perform for purposes of establishing a duty of care between the Subconsultants and CITY. CONSULTANT is as responsible for the performance of its Subconsultants as it would be if it had rendered the Services itself. All costs of the tasks performed or the expenses incurred by the Subconsultants are chargeable directly to CONSULTANT. Nothing in this Agreement constitutes or creates a contractual relationship between CITY and anyone other than CONSULTANT.

5.4. **Independent Contractor.**

(A) CONSULTANT understands and acknowledges that CONSULTANT is an independent contractor, not an employee, partner, agent, or principal of CITY. This Agreement does not create a partnership, joint venture, association, or employer-employee relationship between the PARTIES. At its own expense, CONSULTANT is responsible for providing compensation; employment benefits; disability, unemployment, and other insurance; workers' compensation; training; permits and licenses; and office space for CONSULTANT and for CONSULTANT's employees and Subconsultants. CONSULTANT has, and shall retain, the right to exercise full control over the employment, direction, compensation, and discharge of all persons whom CONSULTANT uses in performing the Services under this Agreement. CONSULTANT shall provide the Services in CONSULTANT's own manner and method, except as this Agreement specifies. CONSULTANT shall treat a provision in this Agreement that may appear either to give CITY the right to direct CONSULTANT as to the details of doing the work, or to exercise a measure of control over the work, as giving CONSULTANT direction only as to the work's end result.

(B) CONSULTANT shall indemnify, defend (including CONSULTANT's providing and paying for legal counsel for CITY), and hold harmless CITY for any obligation; claim; suit; demand for tax or retirement contribution, including any contribution or payment to the Public Employees Retirement System (PERS); social security; salary or wages; overtime, penalty, or interest payment; or workers' compensation payment that CITY may be required to make on behalf of CONSULTANT, an employee of CONSULTANT, or any employee of CONSULTANT construed to be an employee of CITY, for the work done under this Agreement.

5.5. **Non-Discrimination in Employment.** CONSULTANT shall not discriminate against any employee or person who is subject to this Agreement because of race, color, religion, religious belief, national origin, ancestry, citizenship, age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, parenthood, medical condition, or physical or mental disability.

5.6. **Disability Access Laws.** CONSULTANT represents and certifies that the work product, studies, reports, designs, drawings, and specifications that CONSULTANT prepares under this Agreement fully conform to all applicable disability

access and design laws, regulations, and standards— including, but not limited to, the Americans with Disabilities Act (42 U.S.C. Sections 12101 *et seq.*) and Title 24 of the California Code of Regulations— when the Scope of Work requires or calls for compliance with those laws, regulations, or standards.

5.7. **Prevailing Wage Laws.** Services by persons deemed to be employees of CONSULTANT possibly may be subject to prevailing wages under California Labor Code Sections 1770-1781. CONSULTANT's sole responsibility is to comply with those requirements, should they apply. If a dispute based upon the prevailing wage laws occurs, CONSULTANT, at its expense, shall indemnify, defend (including CONSULTANT's providing and paying for legal counsel for CITY), and hold harmless CITY, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, fines, penalties, wages, costs, or expenses pertaining to the prevailing wage laws.

5.8. **Workers' Compensation.** CONSULTANT understands and acknowledges that all persons furnishing services to CITY under this Agreement are, for the purpose of workers' compensation liability, employees solely of CONSULTANT and not of CITY. In performing the Services or the work under this Agreement, CONSULTANT is liable for providing workers' compensation benefits to CONSULTANT's employees, or anyone whom CONSULTANT directly or indirectly hires, employs, or uses. CITY is not responsible for any claims at law or in equity caused by CONSULTANT's failure to comply with this Paragraph.

## 6.0 **FACILITIES**

6.1. CONSULTANT shall provide all facilities necessary to fully perform and complete the Services. If CONSULTANT needs to use a CITY facility, CONSULTANT shall meet and confer with CITY before CONSULTANT begins the work that this Agreement requires, the PARTIES shall agree to any costs chargeable to CONSULTANT, and in an amendment to this Agreement, the PARTIES shall describe the facility's terms of use and its charges.

6.2. CONSULTANT shall pay for any damage to CITY property, facilities, structures, or streets arising out of CONSULTANT's use, occupation, operation, or activities in, upon, under, or over any portion of them.

## 7.0 **PAYMENT**

7.1. CITY's payment to CONSULTANT will be based upon CONSULTANT's Fee Schedule, which is attached as "Exhibit D" to this Agreement and is incorporated into it by this reference. **[NOTE: "Exhibit D" must include a breakdown of the not-to-exceed amount, including hourly rates for project staff, any overtime rates, a list and the rate for any reimbursable expenses, or a statement that costs are included in the hourly rate, and an explanation of any mark-ups.]** Except as itemized in the Fee Schedule, CONSULTANT shall pay for all expenses, including reimbursable or out-of-pocket expenses, that CONSULTANT incurs in performing the Services. The Fee Schedule will remain in effect for the Agreement's Term.

[Select one of the following provisions:]

7.2. **Fee.** [OPTION 1] CITY shall pay for the Services in a lump sum, which is not to exceed \_\_\_\_\_ dollars (\$\_\_\_\_\_), upon CONSULTANT's satisfactory completion of the Services and CONSULTANT's delivery of the work product.

7.2. **Fee.** [OPTION 2] CITY shall pay for the Services that CONSULTANT performs in accordance with this Agreement at the hourly rate(s) specified in "Exhibit D," the TOTAL amount of which is not to exceed \_\_\_\_\_ dollars (\$\_\_\_\_\_).

7.2. **Fee.** [OPTION 3] CITY shall pay for the Services in [IF PAYMENTS ARE IN INTERVALS, SPECIFY A PERIOD (e.g., monthly/ quarterly) OR SPECIFY A QUANTITY (e.g., two/ three/ five)] installments, the TOTAL amount of which is not to exceed \_\_\_\_\_ dollars (\$\_\_\_\_\_). Each installment will be payable upon satisfactory completion, in CITY's determination, of the work in each phase identified below, and in an amount proportionate to the work CONSULTANT performed or completed within each phase:

<u>Phase:</u>	<u>Description:</u>	<u>Amount:</u>
I	— [Example: Construction Documents]	\$ _____
II	— [Example: Bid Documents]	\$ _____
III	— [Example: Construction Support]	\$ _____
IV	— [Example: Project 's Closeout]	\$ _____
<b>TOTAL</b>		\$ _____

7.3. If CITY requires additional work not included in this Agreement, CONSULTANT and CITY shall negotiate the additional work, mutually agree on the amount of additional compensation, and memorialize the terms in either a separate written contract or an amendment to this Agreement.

7.4. **Maximum Cost.** CONSULTANT expressly acknowledges that the total cost to complete all tasks set forth in "Exhibit B" must not exceed \_\_\_\_\_ dollars (\$\_\_\_\_\_) ("Maximum Cost"). When CONSULTANT has billed 75% of the Maximum Cost, CONSULTANT shall provide written notice to CITY's Project Manager that CONSULTANT has expended 75% of the Maximum Cost.

7.5. **Taxes.** CONSULTANT shall pay all applicable (federal, state, county, local, CITY) excise, sales, consumer use, possessory interest, or other similar taxes required by law that are levied upon this Agreement or upon CONSULTANT's services under this Agreement.

7.6. **Invoices.** CONSULTANT shall submit an original, itemized invoice to CITY for approval, before receiving compensation. CONSULTANT shall submit the invoice at no more than monthly intervals. All invoices must include a summary of total costs, description of the Services performed, a brief itemization of costs associated with each task or phase, and the total phase or project costs to date.

## **8.0 AUDIT BY CITY**

8.1. During this Agreement's Term and for a period of four (4) years after the expiration, cancellation, or termination of this Agreement, or any extension of it, CONSULTANT shall:

(A) Keep and maintain, in their original form, all records, books, papers, or documents related to CONSULTANT's performance of this Agreement; and

(B) Permit CITY or its authorized representatives, at all reasonable times, to have access to, examine, audit, excerpt, copy, photocopy, photograph, or transcribe all records, books, papers, or documents related to CONSULTANT's performance of this Agreement including, but not limited to: direct and indirect charges, and detailed documentation, for work CONSULTANT has performed or will perform under this Agreement.

## **9.0 DATA, RECORDS, PROPRIETARY RIGHTS**

9.1. **Copies of Data.** CONSULTANT shall provide CITY with copies or originals of all data that CONSULTANT generates, uses, collects, or stores in relation to all work associated with this Agreement. Data that CONSULTANT generates, uses, collects, stores, or provides must be in a form acceptable to, and agreed upon by, CITY.

9.2. **Ownership and Use.**

(A) Unless CITY states otherwise in writing, each document— including, but not limited to, each report, draft, record, drawing, or specification (collectively, "work product")— that CONSULTANT prepares, reproduces, or causes its preparation or reproduction for this Agreement is CITY's exclusive property.

(B) CONSULTANT acknowledges that its use of the work product is limited to the purposes contemplated by the Scope of Work. CONSULTANT makes no representation of the work product's application to, or suitability for use in, circumstances not contemplated by the Scope of Work.

9.3. **Intellectual Property.**

(A) If CONSULTANT uses or incorporates patented, trademarked, or copyrighted work, ideas, or products— in whole or in part— into CONSULTANT's work product, CONSULTANT represents that:

(1) CONSULTANT holds the patent, trademark, or copyright to the work, idea, or product; or

(2) CONSULTANT is licensed to use the patented, trademarked, or copyrighted work, idea, or product.

(B) Unless CITY states otherwise in writing, all proprietary rights or intellectual property rights, including copyrights, that arise from creation of the work under this

Agreement vest in CITY. CONSULTANT waives and relinquishes all claims to proprietary rights and intellectual property rights, including copyrights, in favor of CITY.

(C) CONSULTANT shall indemnify, defend (including CONSULTANT's providing and paying for legal counsel for CITY), and hold harmless CITY, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, royalties, fines, penalties, costs, or expenses arising out of or alleging any infringement or misappropriation of a patent, copyright, trade secret, trade name, trademark, or other intellectual property right or proprietary right.

9.4. **Confidentiality.** CONSULTANT shall not use any information that it obtains from performing the Services for any purpose other than for fulfillment of CONSULTANT's Scope of Work. Without CITY's prior written authorization, CONSULTANT shall not disclose or publish— or authorize, permit, or allow others to disclose or publish— data, drawings, designs, specifications, reports, or other information relating to the Services or the work that CITY assigns to CONSULTANT or to which CONSULTANT has access.

9.5. **Public Records Act.**

(A) CONSULTANT acknowledges that this Agreement is a public record. This Agreement, its Exhibits, and all documents produced under this Agreement are subject to the California Public Records Act (Government Code Sections 6250 *et seq.*), including its exemptions. CONSULTANT acknowledges that CITY has no obligation to notify CONSULTANT when a request for records is received.

(B) CONSULTANT shall identify in advance all records, or portions of them, that CONSULTANT believes are exempt from production under the Public Records Act.

(C) If CONSULTANT claims a privilege against public disclosure or otherwise objects to the records' disclosure, then:

(1) CONSULTANT may, when notified by CITY of the request, seek protection from disclosure by timely applying for relief in a court of competent jurisdiction; or

(2) CITY may either decline to produce the requested information, or redact portions of the documents and produce the redacted records.

(D) If CONSULTANT fails to identify one or more protectable documents, in CITY's sole discretion, and without its being in breach of this Agreement or its incurring liability to CONSULTANT, CITY may produce the records— in whole, in part, or redacted— or may decline to produce them.

(E) CONSULTANT shall indemnify, defend (including CONSULTANT's providing and paying for legal counsel for CITY), and hold harmless CITY, its officers, agents, employees, and representatives from and against all liability, claims, suits,

demands, damages, fines, penalties, costs, or expenses arising out of or alleging CITY's refusal to publicly disclose one or more records that CONSULTANT identifies as protectable, or asserts is protectable.

## **10.0 CONFLICT OF INTEREST; CAMPAIGN CONTRIBUTIONS**

### **10.1. Conflict of Interest.** CONSULTANT represents and certifies that:

(A) CONSULTANT's personnel are not currently officers, agents, employees, representatives, or elected officials of CITY;

(B) CONSULTANT will not employ or hire a CITY officer, agent, employee, representative, or elected official during this Agreement's Term;

(C) CITY's officers, agents, employees, representatives, and elected officials do not, and will not, have any direct or indirect financial interest in this Agreement; and

(D) During this Agreement's Term, CONSULTANT will inform CITY about any possible conflict of interest that may arise as a result of any change in circumstances.

### **10.2. Campaign Contributions.**

(A) CONSULTANT and its Subconsultants shall fully comply with Glendale Municipal Code Section 1.10.060, which places limitations on CONSULTANT's and its Subconsultants' ability to make campaign contributions to certain elected City officials or candidates for elected City office. Specifically, Section 1.10.060 prohibits:

(1) A consultant (including a subconsultant)— who has a contract with the City of Glendale, Glendale Successor Agency, or the Housing Authority of the City of Glendale and that contract is subject to approval by the City Council, Successor Agency, or Housing Authority— from making a contribution to a City Council member, City Clerk, or City Treasurer, when the contract has a total anticipated or actual value of \$50,000 or more, or a combination or series of contracts having a value of \$50,000 or more; and

(2) A City Council member, Successor Agency member, or Housing Authority member from voting on a contract in which a consultant (or a subconsultant) has provided a campaign contribution.

(B) CONSULTANT acknowledges that even if the Maximum Cost in Paragraph 7.4 of this Agreement is less than \$50,000, CONSULTANT still may be subject to the campaign contribution limitations in Municipal Code Section 1.10.060, when:

(1) CONSULTANT and CITY amend the Scope of Work in this Agreement which increases the Maximum Cost to equal or exceed \$50,000; or

(2) CITY, Glendale Successor Agency, or the Housing Authority awards CONSULTANT another contract which has a total anticipated or actual value of \$50,000 or more, or awards CONSULTANT a combination or series of contracts which have a value of \$50,000 or more.

(C) CONSULTANT represents and certifies that:

(1) CONSULTANT has read and fully understands the provisions of Municipal Code Section 1.10.060;

(2) CONSULTANT will not: (a) make a prohibited campaign contribution to an individual holding CITY elective office; or (b) otherwise violate Municipal Code Section 1.10.060; and

(3) CONSULTANT shall timely complete, return, and update one or more disclosure or reporting forms that CITY provides.

## **11.0 INSURANCE**

11.1. When CONSULTANT signs and delivers this Agreement to CITY, and during this Agreement's Term, CONSULTANT shall furnish CITY with insurance forms that fully meet the requirements of— and contain provisions entirely consistent with— all of the "Insurance Requirements," which are attached as "Exhibit A" (A-1 to A-\_\_\_) to this Agreement and are incorporated into it by this reference.

11.2. This Agreement's insurance provisions:

(A) Are separate and independent from the indemnification and defense provisions in Article 12 of the Agreement; and

(B) Do not limit, in any way, the applicability, scope, or obligations of the indemnification and defense provisions in Article 12 of the Agreement.

## **12.0 INDEMNITY**

12.1. To the maximum extent permitted by law— including, but not limited to, California Civil Code Section 2778— CONSULTANT, its employees, agents, Subconsultants, and persons whom CONSULTANT employs or hires (individually and collectively, "CONSULTANT INDEMNITOR") shall indemnify, defend, and hold harmless CITY, its officers, agents, employees, and representatives (individually and collectively, "CITY INDEMNITEE") from and against a "**liability**" [as defined in Subparagraph (A) below], or an "**expense**" [as defined in Subparagraph (B) below], or both, that arise out of, pertain to, or relate to an act, error, or omission of a CONSULTANT INDEMNITOR:

(A) “**Liability**” means claims, suits, actions, causes of action, proceedings, judgments, decrees, awards, settlements, liens, losses, damages, injuries, or liability of any kind, whether the **liability** is:

- (1) Actual or alleged;
- (2) In contract or in tort; or

(3) For bodily injury (including accidental death), personal injury, advertising injury, or property damage.

(B) “**Expense**” means fees, costs, sums, penalties, fines, charges, or expenses of any kind, including, but not limited to:

- (1) Attorney’s fees;
- (2) Costs of an investigation, litigation, arbitration, mediation, administrative or regulatory proceeding, or appeal;
- (3) Fees of an accountant, expert witness, consultant, or other professional; or
- (4) Pre or post: judgment interest or settlement interest.

12.2. Under this Article, CONSULTANT INDEMNITOR’s defense and indemnification obligations:

(A) Apply to a **liability**, or an **expense**, or both, that arise out of, pertain to, or relate to the actual or alleged passive negligence of a CITY INDEMNITEE; but

(B) Do not apply to a **liability**, or an **expense**, or both, that arise out of, pertain to, or relate to the sole active negligence or willful misconduct of a CITY INDEMNITEE.

12.3. To the extent that CONSULTANT INDEMNITOR’s insurance policy provides an upfront defense to CITY, CONSULTANT INDEMNITOR’s obligation to defend a CITY INDEMNITEE under this Article:

(A) Means that CONSULTANT INDEMNITOR shall provide and pay for legal counsel, acceptable to CITY, for the CITY INDEMNITEE;

(B) Occurs when a claim, suit, complaint, pleading, or action against a CITY INDEMNITEE arises out of, pertains to, relates to, or asserts an act, error, or omission of CONSULTANT INDEMNITOR; and

(C) Arises regardless of whether a claim, suit, complaint, pleading, or action specifically names or identifies CONSULTANT INDEMNITOR.

12.4. Paragraph 12.3 does not limit or extinguish CONSULTANT INDEMNITOR’s obligation to reimburse a CITY INDEMNITEE for the costs of defending the CITY INDEMNITEE against a **liability**, or an **expense**, or both. A CITY

INDEMNITEE's right to recover defense costs and attorney's fees under this Article does not require, and is not contingent upon, the CITY INDEMNITEE's first:

(A) Requesting that CONSULTANT INDEMNITOR provide a defense to the CITY INDEMNITEE; or

(B) Obtaining CONSULTANT INDEMNITOR's consent to the CITY INDEMNITEE's tender of defense.

12.5. If CONSULTANT subcontracts all or any portion of the Services under this Agreement, CONSULTANT shall provide CITY with a written agreement from each Subconsultant, who must indemnify, defend, and hold harmless CITY INDEMNITEE under the terms in this Article.

12.6. CONSULTANT INDEMNITOR's obligation to indemnify, defend, and hold harmless CITY will remain in effect and will be binding upon CONSULTANT INDEMNITOR whether the **liability**, or the **expense**, or both, accrues— or is discovered— before or after this Agreement's expiration, cancellation, or termination.

12.7. Except for Paragraph 12.3, this Article's indemnification and defense provisions are separate and independent from the insurance provisions in Article 11. In addition, the indemnification and defense provisions in this Article:

(A) Are neither limited to nor capped at the coverage amounts specified under the insurance provisions in Article 11; and

(B) Do not limit, in any way, the applicability, scope, or obligations of the insurance provisions in Article 11.

### **13.0 DEFAULT, REMEDIES, AND TERMINATION**

13.1. **Default.** Default under this Agreement occurs upon any one or more of the following events:

(A) CONSULTANT refuses or fails— whether partially, fully, temporarily, or otherwise— to:

(1) Provide or maintain enough properly trained personnel, or licensed personnel, or both, to perform the Services that this Agreement requires;

(2) Pay for, obtain, maintain, or renew the insurance policies or coverages that this Agreement requires;

(3) Comply with indemnification, defense, or hold harmless provisions that this Agreement requires; or

(B) CONSULTANT, or its personnel, or both— whether partially, fully, temporarily, or otherwise:

(1) Disregards or violates a law, ordinance, rule, procedure, regulation, directive, or order;

(2) Refuses or fails to pay for, obtain, maintain, or renew requisite licenses;

(3) Refuses or fails to observe, perform, or fulfill a covenant, condition, obligation, term, or provision of this Agreement;

(4) Commits an unlawful, false, fraudulent, dishonest, deceptive, or dangerous act while performing the Services under this Agreement; or

(C) CONSULTANT:

(1) Or another party for or on behalf of CONSULTANT: institutes proceedings under any bankruptcy, reorganization, receivership or other insolvency; or assigns or transfers assets to its creditors;

(2) Delegates— whether in whole, in part, temporarily, or otherwise— its duties or obligations under this Agreement, without notifying CITY, or without CITY's written authorization;

(3) Assigns, transfers, pledges, hypothecates, grants, or encumbers— whether in whole, in part, temporarily, or otherwise— this Agreement or any interest in it, without notifying CITY, or without CITY's written authorization;

(4) Or one of its partners, directors, officers, or general managers, or a person who exercises managerial authority on CONSULTANT's behalf, is convicted under state or federal law, during this Agreement's Term, of embezzlement, theft, fraud, forgery, bribery, deceptive or unlawful business practices, perjury, falsifying or destroying records or evidence, receiving stolen property, or other offense indicating a lack of business integrity or business honesty; or

(D) Any other justifiable cause or reason, as reasonably determined by the City Manager, or a designee.

**13.2. Notice of Default.** If CITY deems that CONSULTANT is in Default, or that CONSULTANT has failed in any other respect to perform satisfactorily the Services specified in this Agreement, CITY may give written notice to CONSULTANT specifying the Default(s) that CONSULTANT shall remedy within [SELECT: 5/ 10/ 14/ 30] days after receiving the notice. The Notice of Default will set forth one or more bases for any dissatisfaction and may suggest corrective measures.

**13.3. Remedies upon Default.** Within [SELECT THE SAME NUMBER IN PARAGRAPH 13.2 ABOVE: 5/ 10/ 14/ 30] days after receiving CITY's Notice of Default, if CONSULTANT refuses or fails to remedy the Default(s), or if CONSULTANT does not commence steps

to remedy the Default(s) to CITY's reasonable satisfaction, CITY may exercise any one or more of the following remedies:

(A) CITY may, in whole or in part and for any length of time, immediately suspend this Agreement until such time as CONSULTANT has corrected the Default;

(B) CITY may provide for the Services either through its own forces or from another consultant, and may withhold any money due (or may become owing to) CONSULTANT for a task related to the claimed Default;

(C) CITY may withhold all moneys, or a sum of money, due CONSULTANT under this Agreement, which in CITY's sole determination, are sufficient to secure CONSULTANT's performance of its duties and obligations under this Agreement;

(D) CITY may immediately terminate the Agreement;

(E) CITY may exercise any legal remedy, or equitable remedy, or both, including, but not limited to, filing and action in court:

(1) Seeking CONSULTANT's specific performance of all or any part of this Agreement; or

(2) Recovering damages for CONSULTANT's Default, breach, or violation of this Agreement; or

(F) CITY may pursue any other available, lawful right, remedy, or action.

13.4. **Termination for Convenience.** Independent of the remedies provided in Paragraph 13.3, CITY may elect to terminate this Agreement at any time upon [SELECT: 10/ 14/ 30] days' prior written notice. Upon termination, CONSULTANT shall receive compensation only for that work which CONSULTANT had satisfactorily completed to the termination date. CITY shall not pay CONSULTANT for de-mobilization, takedown, disengagement, wind-down, or other costs incurred arising out of this Agreement's termination.

## **14.0 GENERAL PROVISIONS**

14.1. **Entire Agreement.** This Agreement represents the entire and integrated agreement between the PARTIES. This Agreement supersedes all prior and contemporaneous communications, negotiations, understandings, promises and agreements, either oral or written. Neither CONSULTANT nor CITY has made any promises or representations, other than those contained in this Agreement or those implied by law. The PARTIES may modify this Agreement, or any part of it, by a written amendment with CITY's and CONSULTANT's signature.

14.2. **Interpretation.** This Agreement is the product of negotiation and compromise by both PARTIES. Every provision in this Agreement must be interpreted as though the PARTIES equally participated in its drafting. Therefore, despite the provisions

in California Civil Code Section 1654, if this Agreement's language is uncertain, the Agreement must not be construed against the PARTY causing the uncertainty to exist. In interpreting this Agreement and resolving any ambiguities, this Agreement will take precedence over any cover page or attachments. If a conflict occurs between a provision in this Agreement and a provision in an attachment, the following order of precedence applies, with the terms and conditions in the document higher on the list governing over those lower on the list:

- (1) The Agreement.
- (2) Exhibit A (Insurance Requirements).
- (3) Exhibit B (Scope of Work).
- (4) Exhibit C (Project Time Schedule).
- (5) Exhibit D (Fee Schedule).

14.3. **Headings.** All headings or captions in this Agreement are for convenience and reference only. They are not intended to define or limit the scope of any term, condition, or provision.

14.4. **Governing Law; Jurisdiction.**

(A) California's laws govern this Agreement's construction and interpretation regardless of the laws that might otherwise apply under applicable principles of conflicts of law or choice of law.

(B) If CONSULTANT or CITY brings a lawsuit to enforce or interpret one or more provisions of this Agreement, jurisdiction is in the Superior Court of the County of Los Angeles, California, or where otherwise appropriate, in the United States District Court, Central District of California. CONSULTANT and CITY acknowledge that the Agreement was negotiated, entered into, and executed— and the Services are performed— in the City of Glendale, California.

(C) Unless this Agreement provides otherwise, any reference to laws, ordinances, rules, or regulations include their later amendments, modifications, and successor legislation.

14.5. **Waiver of Breach.** If either PARTY fails to require the other to perform any term in this Agreement, that failure does not prevent the PARTY from later enforcing that term, or any other term. If either PARTY waives the other's breach of a term, that waiver is not treated as waiving a later breach of the term. A waiver of a term is valid only if it is in writing and signed by the PARTY waiving it. This Agreement's duties and obligations:

(A) Are cumulative (rather than alternative) and are in addition to (rather than a limitation on) any option, right, power, remedy, or privilege; and

(B) Are not exhausted by a PARTY's exercise of any one of them.

14.6. **Attorney's Fees.** If CITY or CONSULTANT brings an action at law or in equity to enforce or interpret one or more provisions of this Agreement, the "prevailing party" is entitled to "reasonable attorney's fees" in addition to any other relief to which the prevailing party may be entitled. A "prevailing party" has the same meaning as that term is defined in California Code of Civil Procedure Section 1032(a)(4). "Reasonable attorney's fees" of the City Attorney's office means the fees regularly charged by private attorneys who:

- (A) Practice in a law firm located in Los Angeles County; and
- (B) Have an equivalent number of years of professional experience in the subject matter area of the law for which the City Attorney's services were rendered.

14.7. **Further Assurances.** Upon CITY's request at any time, CONSULTANT shall promptly:

- (A) Take further necessary action; and
- (B) Sign, acknowledge, and deliver all additional documents as may be reasonable, necessary, or appropriate to carry out this Agreement's intent, purpose, and terms.

14.8. **Assignment.**

(A) This Agreement does not give any rights or benefits to anyone, other than to CITY and CONSULTANT. All duties, obligations, and responsibilities under this Agreement are for the sole and exclusive benefit of CITY and CONSULTANT, and are not for the benefit of another person, entity, or organization. Without CITY's prior written authorization, CONSULTANT shall not do any one or more of the following:

- (1) Assign or transfer a right or interest— whether in whole, in part, temporarily, or otherwise— in this Agreement; or
- (2) Delegate a duty or obligation owed— whether in whole, in part, temporarily, or otherwise— under this Agreement.

(B) Any actual or attempted assignment of rights or delegation of duties by CONSULTANT, without CITY's prior written authorization, is wholly void and totally ineffective for all purposes; and does not postpone, delay, alter, extinguish, or terminate CONSULTANT's duties, obligations, or responsibilities under this Agreement.

(C) If CITY consents to an assignment of rights, or a delegation of duties, or both, CONSULTANT's assignee or legal representative shall agree in writing to personally assume, perform, and to be bound unconditionally by the covenants, obligations, terms, and conditions in this Agreement.

14.9. **Successors and Assigns.** Subject to the provisions in Paragraph 14.8, this Agreement is binding on the heirs, executors, administrators, successors, and assigns of the respective PARTIES.

**14.10. Time is of the Essence.**

(A) Except when this Agreement states otherwise, time is of the essence in this Agreement. CONSULTANT acknowledges that this Agreement's time limits and deadlines are reasonable for CONSULTANT's performing the Services under this Agreement.

(B) Unless this Agreement specifies otherwise, any reference to "day" or "days" means calendar and not business days. If the last day for giving notice or performing an act under this Agreement falls on a weekend, a legal holiday listed in either Glendale Municipal Code Section 3.08.010 or California's Government Code, or a day when City Hall is closed, the period is extended to and including the next day that CITY is open for business. A reference to the time of day refers to local time for Glendale, California.

**14.11. Recycled Paper.** CONSULTANT shall endeavor to submit all reports, correspondence, and documents related to this Agreement on recycled paper.

**14.12. Notices.**

(A) The PARTIES shall submit in writing all notices and correspondence that this Agreement requires or permits, and shall use the following delivery method:

- (1) Personal delivery;
- (2) U.S. mail, first class postage prepaid;
- (3) "Certified" U.S. mail, postage prepaid, return receipt requested;
- (4) Facsimile; or
- (5) Email.

(B) All written notices or correspondence done in the manner described in Subparagraph (A) above with the street address or place, facsimile number, or email address listed in Subparagraph (C) below will be presumed "given" to a PARTY on whichever date occurs earliest:

- (1) The date of personal delivery;
- (2) The third (3rd) business day following deposit in the U.S. mail, when sent by "first class" mail;
- (3) The date on which the PARTY or its agent either signed the return receipt or refused to accept delivery, as noted on the return receipt or other U.S. Postal Service form, when sent by "certified" mail; or
- (4) The date of transmission, when sent by facsimile or email.

(C) CITY and CONSULTANT designate the following contact person, street address or place, telephone number, and facsimile number or email address for giving notice:

CITY: City of Glendale  
Dept.: \_\_\_\_\_

Glendale, CA 9120\_\_

Attn: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax. No.: \_\_\_\_\_

Email: \_\_\_\_\_

CONSULTANT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attn: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax. No.: \_\_\_\_\_

Email: \_\_\_\_\_

(D) At any time, by providing written notice to the other PARTY, CITY or CONSULTANT may change the contact information listed in Subparagraph (C) above.

14.13. **Survival.** This Paragraph and the obligations set forth in Paragraphs 5.4, 5.6, 5.7, 5.8, 7.5, 8.1, 9.1, 9.2, 9.3, 9.4, 9.5, 11.1, 11.2, 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 13.3, 14.5, 14.6, 14.7, 14.8, 14.9, and 14.12 survive this Agreement's expiration, cancellation, or termination.

14.14. **Severability.** The invalidity, in whole or in part, of any term of this Agreement will not affect this Agreement's remaining terms.

14.15. **Counterparts.** This Agreement may be executed in counterparts, each of which is an original, but all of which constitutes one and the same document. The PARTIES shall sign a sufficient number of counterparts, so that each PARTY will receive a fully executed original of this Agreement.

14.16. **Representations – Authority.** The PARTIES represent that:

(A) They have read this Agreement, fully understand its contents, and have received a copy of it;

(B) Through their duly authorized representative, they are authorized to sign this Agreement, and they are bound by its terms; and

(C) They have executed this Agreement on the date opposite their signature.

14.17. **Digital Signatures.** A signed copy of this Agreement or any amendment thereto bearing a digital signature, shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such amendment thereto for all purposes, and each digital signature should be given the same legal force and effect as a handwritten signature.

Executed at Glendale, California.

**CITY OF GLENDALE:**

By \_\_\_\_\_  
(Name) \_\_\_\_\_  
(Title) \_\_\_\_\_

Date: \_\_\_\_\_

**CONSULTANT:**

By \_\_\_\_\_  
(Name) \_\_\_\_\_  
(Title) \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM
NAME: _____
TITLE: _____
SIGNATURE: _____
DATE: _____

**Exhibit 6 - PROPOSAL FORMS**  
FOR  
CITY OF GLENDALE  
**SANITARY SEWER CCTV AND CONDITION ASSESSMENT AND RECOMMENDATIONS  
SERVICES PROPOSAL**

Date: \_\_\_\_\_, 20\_\_\_\_

Proposer: \_\_\_\_\_  
Name of Business

Tax Identification No.: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

**TO THE CITY OF GLENDALE, CALIFORNIA:**

In response to the Request for Proposals ("RFP") by the City of Glendale ("City"), the undersigned person or entity ("Proposer") now submits this Proposal ("Proposal"), with the accompanying forms and attachments.

1. In submitting this Proposal, Proposer certifies that:
  - A. Proposer has read, examined, and is fully familiar with all three of the items below (collectively, "the Documents"):
    - (1) The RFP's provisions;
    - (2) The Contract's terms, conditions, requirements, specifications, and minimum performance standards; and
    - (3) Any Addenda issued during the proposal period;
  - B. Proposer has carefully checked all words, figures, and statements made in the Documents;
  - C. Proposer is satisfied that the Documents are accurate;
  - D. Proposer understands and accepts all of the Documents' provisions;
  - E. Proposer has examined the location or facility for which this Proposal is submitted, and Proposer is fully familiar with all facts, conditions, circumstances, and matters that may affect, in any way, Proposer's services or costs;
  - F. Proposer has fully considered all other matters that may affect, in any way, Proposer's services or costs;

- G. If Proposer is awarded a Contract, Proposer will not make a claim against City based upon ignorance of local conditions or misunderstanding of any of the Contract's provisions. If the conditions turn out otherwise than what Proposer anticipated, Proposer agrees to assume all risks incident to it;
  - H. Proposer offers to fully perform all of the duties and obligations specified in the Documents in exchange for the consideration described in the Documents;
  - I. This Proposal is an irrevocable offer for a period of at least ninety (90) calendar days following City's opening of all Proposals;
  - J. Except as the Contract or California law allows, City is not liable or responsible for any costs, fees, or expenses that Proposer incurs for any one or more of the following:
    - (1) Responding to this RFP;
    - (2) Anticipating or preparing for an award of a Contract;
    - (3) Obtaining any equipment, personnel, facilities, or other items to comply with the Documents' provisions; or
    - (4) Performing the services under the Contract;
  - K. Within fourteen (14) calendar days after City issues the Notice of Award of Contract, or within any extension that City may allow, Proposer agrees to:
    - (1) Sign and deliver the Contract, of which the RFP, its attached Exhibits, and the Notice calling for Proposals are a part; and
    - (2) Furnish the Performance Bond and Insurance that the Documents require; and
  - L. At its expense, Proposer agrees to indemnify, defend, and hold harmless City and its officers, agents, employees, and representatives— from and against any and all liability, suits, actions, proceedings, judgments, claims, demands, liens, losses, damages, costs, and expenses (including attorneys' fees, litigation, arbitration, mediation, appeal expenses), if a dispute, lawsuit, or other proceeding arises out of any one or more of the following:
    - (1) Proposer's submitting the Proposal;
    - (2) City's accepting Proposer's Proposal; or
    - (3) City's awarding a Contract to Proposer in compliance with this RFP, or state, federal, or local laws.
2. Under the penalty of perjury, Proposer certifies that:
- A. This Proposal is genuine, is not a sham or collusive, and is not made in the interest of, or on behalf of, any person, partnership, corporation, firm, organization, or another entity not named or disclosed in the Proposal;
  - B. Proposer did not, directly or indirectly, induce, agree, or solicit anyone else to submit a false or sham Proposal, to refrain from proposing, to withdraw a Proposal, or to attempt to induce an action prejudicial to City's interests;
  - C. Proposer has not sought by collusion, in any manner, to secure for Proposer any advantage over other proposers; and
-

- D. All facts and statements in the Proposal are completely true, accurate, and correct.
- E. By signing this Proposal, each individual below represents and warrants that the individual:
- (1) Has the right, power, legal capacity, and authority not only to sign this Proposal on the Proposer's behalf, but also to bind the Proposer to this Proposal; and
  - (2) Binds the Proposer to this Proposal.

**SIGNATURE MUST BE ACKNOWLEDGED  
BEFORE A NOTARY (USE FORM PF:5)**

**PROPOSER:**

By \_\_\_\_\_  
Signature

Name \_\_\_\_\_  
Printed

Its \_\_\_\_\_  
Title

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**IF PROPOSER IS A CORPORATION,  
PLACE IMPRINT OF CORPORATE SEAL  
BELOW:**



**IF PROPOSER IS A PARTNERSHIP,  
JOINT VENTURE, OR OTHER LEGAL ENTITY,  
THEN EACH PARTNER, PRINCIPAL, OR  
INDIVIDUAL MUST SIGN THIS PROPOSAL ON  
PAGE 56, IN FRONT OF A NOTARY**

ADDITIONAL SIGNATURE PAGE  
FOR PROPOSAL

SIGNATURES MUST BE ACKNOWLEDGED  
BEFORE A NOTARY (USE FORM PG 56)

PROPOSER:

By \_\_\_\_\_  
Signature  
Name \_\_\_\_\_  
Printed  
Its \_\_\_\_\_  
Title  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

By \_\_\_\_\_  
Signature  
Name \_\_\_\_\_  
Printed  
Its \_\_\_\_\_  
Title  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

By \_\_\_\_\_  
Signature  
Name \_\_\_\_\_  
Printed  
Its \_\_\_\_\_  
Title  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

By \_\_\_\_\_  
Signature  
Name \_\_\_\_\_  
Printed  
Its \_\_\_\_\_  
Title  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

**A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.**

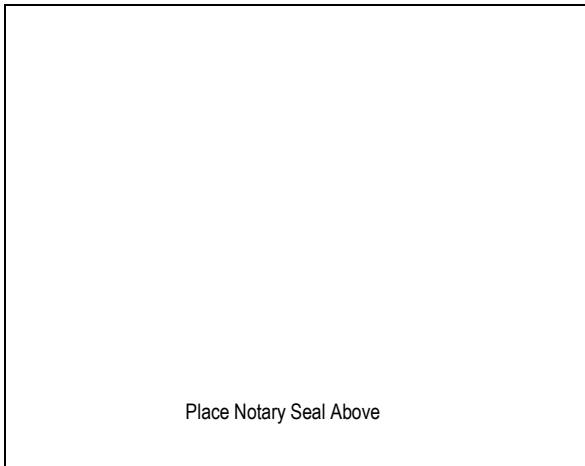
State of California

County of \_\_\_\_\_

}

On \_\_\_\_\_ before me, \_\_\_\_\_  
Date Name and Title of the Officer

personally appeared \_\_\_\_\_  
Name(s) of Signer(s)



who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_  
Signature of Notary Public

## OPTIONAL

*Although the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form to another document.*

### Description of Attached Document

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer — Title: \_\_\_\_\_  
☐ Partner:    ☐ Limited   ☐ General  
☐ Attorney-In-Fact  
☐ Trustee  
☐ Guardian   ☐ Conservator  
☐ Other: \_\_\_\_\_

Signer is representing: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER  
Top of Thumb Here

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer — Title: \_\_\_\_\_  
☐ Partner:    ☐ Limited   ☐ General  
☐ Attorney-In-Fact  
☐ Trustee  
☐ Guardian   ☐ Conservator  
☐ Other: \_\_\_\_\_

Signer is representing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER  
Top of Thumb Here

# I. EXPERIENCE FORM – MINIMUM QUALIFICATIONS

*List public entity contracts in California; each comparable in scope and scale to this Project, within the last five (5) years:*

	CONTRACT START DATE	CONTRACT END DATE	CONTRACT \$ AMOUNT	PROJECT NAME	ADDRESS	CONTACT NAME/TITLE	CONTACT PHONE NUMBER	
1								
2								
3								
4								

## II. PROPOSER'S QUALIFICATIONS STATEMENT

All responses must be typewritten or printed legibly in ink. When additional space is needed to explain an answer, attach sheets as necessary. In Section VII of this document (Page 78), list and describe each attachment. Failure to (1) complete this form, (2) return it, or (3) attach a required document may render the Proposal non-responsive.

### 1. BUSINESS ORGANIZATION / STRUCTURE

1.1. Your firm is a:

☐ Corporation

☐ Sole Proprietorship

☐ Partnership

☐ Limited Liability Company

☐ Other: \_\_\_\_\_

1.2. If your firm is a **corporation**, answer the following:

1.2.1. Date of incorporation: \_\_\_\_\_

1.2.2. State of incorporation: \_\_\_\_\_

1.2.3. Corporate ID number: \_\_\_\_\_

1.2.4. President's name: \_\_\_\_\_

1.2.5. Is your firm a publicly traded corporation?

☐ YES

☐ NO

1.2.6. For any person, firm or entity who owns 25% or more of the corporation's stock, identify the individual, firm or entity and the corresponding percentage of ownership:

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

1.3. If your firm is a **limited liability company**, answer the following:

1.3.1. Date of formation: \_\_\_\_\_

1.3.2. State of formation: \_\_\_\_\_

1.3.3. Secretary of State's File or ID number: \_\_\_\_\_

1.3.4. Chief Executive Officer's name: \_\_\_\_\_

1.3.5. Name of Manager(s): \_\_\_\_\_

\_\_\_\_\_

- 1.3.6. For any person, firm or entity whose ownership or membership interest in the company exceeds 25%, identify the individual, firm or entity and the corresponding percentage of ownership or membership:

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

- 1.4. If your firm is a **partnership**, answer the following:

1.4.1. Date of formation: \_\_\_\_\_

1.4.2. Type of partnership (General, Limited, LLP): \_\_\_\_\_

1.4.3. Secretary of State's Registration or ID number: \_\_\_\_\_

1.4.4. List the name of the General Partner(s) and any individual who has any equity interest in the partnership:

\_\_\_\_\_  
\_\_\_\_\_

1.4.5. List jurisdictions in which your firm's fictitious name (dba) is filed:

\_\_\_\_\_

- 1.5. If your firm is **individually owned** (a sole proprietorship), answer the following:

1.5.1. Date your firm started: \_\_\_\_\_

1.5.2. Name of owner: \_\_\_\_\_

1.5.3. List jurisdictions in which your firm's fictitious name (dba) is filed:

\_\_\_\_\_

- 1.6. If your firm is other than the type listed above, such as a **joint venture, consortium, trust, association or other combination**, describe the business organization or structure, identify the principals, and list their corresponding percentage of ownership or control:

1.6.1. Description of business organization or structure: \_\_\_\_\_

\_\_\_\_\_

1.6.2. Principals and their corresponding percentage of ownership or control:

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

## 2. OWNERSHIP AND NAME CHANGES

2.1. How many years has your firm been in business under its present name? \_\_\_\_\_

2.2. In the past five years, has your firm changed names?

☐ YES ☐ NO

If **Yes**, list all prior names, addresses, and the dates they were used. Explain the reason for each name change:

2.2.1. Prior name: \_\_\_\_\_

2.2.2. Address: \_\_\_\_\_

2.2.3. Reason name changed: \_\_\_\_\_

2.2.4. Starting / ending dates of prior name: \_\_\_\_\_ / \_\_\_\_\_

2.3. Is your firm a subsidiary, parent, holding company, or affiliate of another firm?

☐ YES ☐ NO

If **Yes**, explain the relationship between your firm and the associated firms. Include information about an affiliated firm only if one firm owns 50% or more of another firm, or if an owner, partner or officer of your firm holds a similar position in another firm:

2.3.1. Associated firm's name: \_\_\_\_\_

2.3.2. Address: \_\_\_\_\_

2.3.3. Relationship between your firm and the associated firm: \_\_\_\_\_  
\_\_\_\_\_

2.3.4. Principals and their corresponding percentage of ownership or control:

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

Name: \_\_\_\_\_ Percent: \_\_\_\_\_

## 3. LICENSING

3.1. Do you have a current, active, valid California Contractor License?

☐ YES ☐ NO

If **Yes**, provide the Contractor license number, license class, and expiration date:

3.1.1 Contractor License Number: \_\_\_\_\_

3.1.2 License Class: \_\_\_\_\_

- 3.1.3 Expiration Date: \_\_\_\_\_
- 3.2. Are you registered with California's Department of Industrial Relations (DIR) in accordance with Labor Code Section 1725.5?

☐ YES ☐ NO

If **Yes**, provide the DIR Contractor Registration Number and expiration date:

3.2.1. DIR Contractor Registration Number: \_\_\_\_\_

3.2.2. Expiration Date: \_\_\_\_\_

- 3.3. List jurisdictions in which your firm is legally qualified to do business, provide license or registration number, and set forth the type of license. Attach additional sheets as necessary.

3.2.1. Jurisdiction: \_\_\_\_\_

3.2.2. License or registration number: \_\_\_\_\_

3.2.3. Type of license: \_\_\_\_\_

- 3.4. Are any of your firm's licenses held in the name of a corporation or partnership?

☐ YES ☐ NO

If **Yes**, list below the name of the corporation or partnership that actually holds the license:

3.1.1. Corporation's or partnership's name: \_\_\_\_\_

3.1.3. Type of license: \_\_\_\_\_

For the following question, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.

- 3.5. In the past seven years, has your firm or any of its owners, partners, officers, or employees been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or found to have violated any licensing laws or regulations?

☐ YES ☐ NO

If **Yes**, identify the licensing agency, type of license, date and reason for the disciplinary action. Attach additional sheets as necessary.

3.5.1. Licensing Agency: \_\_\_\_\_

3.5.2. Type of license: \_\_\_\_\_

3.5.3. Date of disciplinary action: \_\_\_\_\_

3.5.4. Reason for disciplinary action: \_\_\_\_\_

#### 4. CLAIMS; LAWSUITS; CRIMINAL ACTS

For the following questions, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.

4.1. In the past five years, has your firm or any of its owners, partners, officers, or employees been a defendant in court, or participated in an arbitration or mediation, or administrative hearing on a matter related to:

4.1.1. The performance, non-performance, default, violation, or breach of a contract or agreement?

☐ YES ☐ NO

4.1.2. Damage to a government entity's or a client's premises, facility, or equipment arising out of your equipment, services, or operations?

☐ YES ☐ NO

4.1.3. Employment-related litigation brought by an employee of your firm?

☐ YES ☐ NO

4.1.4. Payment or non-payment to a subcontractor or supplier?

☐ YES ☐ NO

4.1.5. Federal Davis Bacon or California Labor Code requirements relating to underpayment of wages, failure to maintain or produce payroll records, failure to use apprentices in appropriate ratios, or failure to maintain workers' compensation insurance?

☐ YES ☐ NO

4.1.6. Defective, deficient, substandard, or noncompliant work?

☐ YES ☐ NO

If the answer to any question in 4.1.1 to 4.1.6 is **YES**, identify the name of the person or entity that sued (i.e., "the plaintiff") or was involved in the mediation or arbitration; list the date, court, court address, and case number; describe the facts and circumstances giving rise to the lawsuit, mediation, or arbitration; and set forth the outcome or disposition. Attach additional sheets as necessary.

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- 4.2. Has your firm ever filed a claim for damages or a lawsuit, or requested arbitration or mediation, against a government entity or a client?

☐ YES ☐ NO

If **YES**, identify the government entity or client; list the date, court and case number; describe the facts and circumstances about the claim for damages, or the lawsuit, or both; and set forth the outcome or disposition. Attach additional sheets as necessary.

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- 4.3. Are there any pending or outstanding judgments or liens against your firm or any of its owners, partners, officers, or employees?

☐ YES ☐ NO

If **YES**, identify the name of the person or entity entitled to payment; list the date court and case number; describe the facts and circumstances giving rise to the judgment or lien; and set forth the amount of the judgment or lien. Attach additional sheets if necessary.

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- 4.4. In the past five years, has any government entity ever: (a) investigated, cited, disciplined, or assessed any penalties against your firm or any of its owners, partners, officers, or employees, or (b) determined or concluded that your firm or any of its owners, partners, officers, or employees violated any laws, rules, or regulations?

☐ YES ☐ NO

If **YES**, identify the government entity; list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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- 4.5. In the past five years, has your firm or any of its owners, partners, officers or employees been convicted of a felony? ("Convicted" includes a verdict of guilty by a judge or jury, a plea of guilty, a plea of nolo contendere, or a forfeiture of bail.)

☐ YES ☐ NO

If **YES**, explain the details of that conviction and, if so, whether you or said officer have served his or her sentence. Attach additional sheets as necessary.

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- 4.6. In the past five years, has your firm or any of its owners, partners, officers or employees been convicted of a crime related to the bidding of a government contract, the awarding of a government contract, or the performance of a government contract?

☐ YES ☐ NO

If **YES**, identify the government entity; list the date, court and case number; describe the facts and circumstances about each instance; and set forth the penalty or punishment imposed. Attach additional sheets as necessary.

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- 4.7. In the past five years, has your firm or any of its owners, partners, officers or employees been convicted of a crime involving embezzlement, theft, fraud, forgery, bribery, deceptive or unlawful business practices, perjury, falsifying or destroying records or evidence, or receiving stolen property, or making or submitting a false claim?

☐ YES ☐ NO

If **YES**, identify the crime or offense; list the date, court and case number; describe the facts and circumstances about each instance; and set forth the penalty or punishment imposed. Attach additional sheets as necessary.

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- 4.8. In the past five years, has a government entity determined or concluded that your firm or any of its owners, partners, officers or employees made or submitted a false claim (including a false claim for payment), or made a material misrepresentation?

☐ YES ☐ NO

If **YES**, identify the government entity, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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- 4.9. Is a government entity currently investigating your firm or any of its owners, partners, officers or employees for making false claim(s) or material misrepresentation(s)?

☐ YES ☐ NO

If **YES**, identify the government entity, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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- 4.10. Have you or your company ever been charged by any governmental agency for failure to follow safety procedures?

☐ YES ☐ NO

If **YES**, explain. Attach additional sheets as necessary.

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- 4.11. Has any governmental agency ever submitted a complaint against you to the California State Labor Commission for failure to submit certified payrolls or use apprentices in proper ratios?

☐ YES ☐ NO

If **YES**, provide the details of such complaint. Attach additional sheets as necessary.

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- 4.12. Has any governmental agency ever issued against you or one of your subcontractors Civil Wage and Penalty Assessments?

☐ YES ☐ NO

If **YES**, list all Civil Wage and Penalty Assessments date and dollar amount issued against you or one of your subcontractor by any of the following entities: the California Department of Industrial Relations, a California public entity, or federal public entity, in the last five years and explain how the assessment was resolved. Attach additional sheets as necessary.

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## 5. FIRM'S OPERATIONAL STATUS

- 5.1. In the past seven years, has your firm, or anyone else acting on behalf of your firm, filed for bankruptcy, insolvency, receivership, or reorganization?

☐ YES ☐ NO

If **YES**, list the filing date, identify the court and case number; describe the facts and circumstances giving rise to each instance; and set forth the disposition or current status. Attach additional sheets as necessary.

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- 5.2. In the past five years, has your firm had any consolidations, mergers, acquisitions, closings, layoffs or staff reductions?

☐ YES ☐ NO

If **YES**, list the filing date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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- 5.3. Is your firm in the process of, or in negotiations toward: (a) consolidating, merging, selling, or closing its business, or (b) laying off employees or reducing staff?

☐ YES ☐ NO

If **YES**, describe the transaction; list the anticipated date for completing the transaction, laying off employees, or reducing staff; and describe the facts, circumstances, and reason for taking the action. Attach additional sheets as necessary.

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## 6. BIDDING; DEBARMENT; CONTRACT PERFORMANCE

- 6.1. Has a government entity ever debarred, disqualified, removed, suspended, or otherwise prevented your firm from bidding on, contracting, or completing a construction project?

☐ YES ☐ NO

If **YES**, identify the name of the government entity, list the date, and describe the facts and circumstances about each instance, and state the reason for the government entity's action against your firm. Attach additional sheets as necessary.

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- 6.2. Has a government entity ever rejected your firm's Bid or Proposal on the ground that your firm is a "non-responsible" bidder or proposer?

☐ YES ☐ NO

If **YES**, identify the name of the government entity, list the date, describe the facts and circumstances about each instance, and state the reason or basis for the government entity's determining that your firm was a "non-responsible" bidder. Attach additional sheets as necessary.

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- 6.3. Has your firm ever failed to fulfill or perform — either partially or completely — a contract or an agreement with a government entity or a client?

☐ **YES**      ☐ **NO**

If **YES**, identify the name of the government entity or client, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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- 6.4. In the past five years, has any officer or principal of your firm been an officer of another firm which failed to perform a contract or agreement?

☐ **YES**      ☐ **NO**

If **YES**, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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- 6.5. Has your firm ever advised a government entity or a client, while your firm was under contract with the government entity or client, that your firm could not (or would not) fulfill or perform — either partially or completely — the contract or the agreement based on the prices that your firm had originally submitted in a Bid or a Proposal?

☐ **YES**      ☐ **NO**

If **YES**, list the date, identify the name of the government entity or client, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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- 6.6. Has your firm ever requested a government entity or a client, while your firm was under contract with the government entity or client, to renegotiate one or more terms of the existing contract or agreement?

☐ **YES**      ☐ **NO**

If **YES**, identify the name of the government entity or client, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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- 6.7. Has your firm ever requested a government entity or a client, while your firm was under contract with the government entity or client, to: (a) cancel the contract or agreement, or (b) release or discharge your firm from the contract or agreement?

☐ YES ☐ NO

If **YES**, identify the name of the government entity or client, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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- 6.8. Has a government entity or a client ever terminated, suspended, or non-renewed your firm's contract or agreement before its completion?

☐ YES ☐ NO

If **YES**, identify the name of the government entity, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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- 6.9. Has a government entity or a client ever notified or advised your firm that your firm's performance under a contract or agreement was poor, substandard, defective, deficient, or non-compliant?

☐ YES ☐ NO

If **YES**, identify the name of the government entity or client, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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- 6.10. In the past five years, has your firm paid, or has your firm been assessed, liquidated damages on a contract or agreement?

☐ YES ☐ NO

If **YES**, identify all such contracts/projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed, and all other information necessary to fully explain the assessment or payment of liquidated damages. Attach additional sheets as necessary.

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## 7. INSURANCE AND BONDS

7.1. In the past ten years, has an insurance company or a surety company:

7.1.1. Refused to insure your firm for liability coverage?

☐ YES ☐ NO

7.1.2. Canceled or non-renewed your firm's insurance coverage?

☐ YES ☐ NO

7.1.3. Refused to issue your firm a bond?

☐ YES ☐ NO

7.1.4. Canceled or revoked a bond obtained by your firm?

☐ YES ☐ NO

If the answer to any question in 7.1.1 to 7.1.4 is **YES**, identify the name of the insurance company or surety company, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

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7.2. In the past ten (10) years, has an insurance company or surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims against a performance bond, payment bond, or maintenance bond issued on your firm's behalf?

☐ YES ☐ NO

If **YES**, identify each contract completed or amount of each claim, the name and telephone number of the claimant, the date, grounds and current status of the claim, and if resolved, the method, nature, and amount of the resolution. Attach additional sheets as necessary.

7.3. A Proposer who is awarded a contract must maintain liability and workers' compensation insurance, as more fully described in the RFP and the Contract. Place an "X" below, to indicate the type of insurance coverage that your firm now has:

- ☐ Commercial General Liability
- ☐ Business Automobile Liability
- ☐ Workers' Compensation Liability
- ☐ Cyber Risk and Privacy Liability

☐ Excess Liability or Umbrella

- 7.4. If your firm is self-insured, identify the liability(s) listed above for which your firm insures itself, and set forth the amount of the self-insured retention (SIR):

Liability: \_\_\_\_\_ SIR amount: \_\_\_\_\_

Liability: \_\_\_\_\_ SIR amount: \_\_\_\_\_

Liability: \_\_\_\_\_ SIR amount: \_\_\_\_\_

## 8. CREDIT AND REFERENCE CHECK

- 8.1. The City of Glendale may: (1) request credit reports, or investigative reports, or both, about your firm, and (2) contact the references, government entities, and other persons listed in this Proposal. The City of Glendale will use this information to evaluate your firm's financial resources, responsibility, and integrity with respect to this Proposal, an award of the Contract, or any contract renewal. The City of Glendale will treat any information that it obtains now or later as confidential.

- 8.1.1. Does your firm authorize the City of Glendale to obtain credit and investigative reports about your firm?

☐ Yes ☐ No

- 8.1.2. Does your firm authorize the references, government entities, and other persons listed in this Proposal to release information about your firm to the City of Glendale?

☐ Yes ☐ No

### III. INSURANCE REQUIREMENTS AFFIDAVIT

#### INSURANCE REQUIREMENTS AFFIDAVIT

THE PROPOSER'S INSURANCE COMPANY(S) OR INSURANCE AGENT MUST COMPLETE THIS FORM  
AND  
THE PROPOSER MUST SUBMIT THIS AFFIDAVIT WITH THE PROPOSAL FORMS.

I, the undersigned (**check one box:** ☐ underwriter ☐ agent), certify that I and the Vendor listed below have jointly reviewed the "Insurance Requirements" in this Request for Proposals. If the City of Glendale ("City") awards the Contract for Public Outreach and Regulatory Compliance, I will be able—within fourteen (14) calendar days after the Vendor is notified of the Contract's award—to furnish the City with valid insurance forms (including one or more insurance certificates and additional insured endorsements) that fully meet all of the Insurance Requirements.

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Insurance Agent's Name (Printed)

\_\_\_\_\_  
Insurance Agent's Name (signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
FAX Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Request for Proposal

\_\_\_\_\_  
*Below State the Name of Insurance Company Providing Coverage:*

**DO NOT write "Will Provide," "To Be Determined," "When Required," or similar phrases.**

\_\_\_\_\_  
Commercial General Liability

\_\_\_\_\_  
Automobile Liability

\_\_\_\_\_  
Workers' Compensation Liability

\_\_\_\_\_  
Professional Liability

\_\_\_\_\_  
City Will Purchase Policy, if required  
Builders Risk

\_\_\_\_\_  
Pollution Liability

**NOTE TO THE UNDERWRITER / AGENT:** If the insurance forms that the Vendor submits to the City do not fully comply with the Insurance Requirements, and/or if the Vendor fails to submit the forms within the 14-day time limit, the City may: (1) declare the Vendor's Proposal non-responsive, and (2) award the Contract to the next highest scoring, responsible proposer.

*If you have any questions about Insurance Requirements, please contact Veronika Padron, Risk Management Section, at (818) 548-4354.*

## IV. DISCLOSURE - CAMPAIGN FINANCE ORDINANCE – CONTRACTORS AND SUBCONTRACTORS

The City Council adopted Ordinance No. 5744, "Campaign Finance Ordinance," which became effective on September 9, 2011, and amended it with Ordinance No. 5768, which became effective on March 15, 2012 ("the Ordinance"). The Ordinance prohibits: (1) A contractor\* (including a subcontractor\*\*)— who has a contract with the City of Glendale ("City"), Glendale Successor Agency or Glendale Redevelopment Agency ("GSA"), or the Housing Authority of the City of Glendale ("HA") and that contract is subject to approval by the City Council, GSA, or HA— from making a contribution to a City Council member, GSA member, HA member, City Clerk, or City Treasurer; and (2) Council members, GSA members, and HA members from voting on matters concerning a contract affecting a contractor or subcontractor who has provided a campaign contribution.

The provisions of the Ordinance restricting Council members from voting on matters affecting campaign contributors applies to a contractor whose contract requires the City Council's, GSA's, or HA's approval, and specified subcontractors. A contract with the City, GSA, or HA is known as a "City Contract." The Ordinance excludes a competitively bid contract awarded to the lowest responsible bidder.

To assist members of the City Council, GSA, and HA before they vote on a matter regarding a City Contract, the Ordinance requires City staff to prepare this report which discloses certain information about: the contractor receiving the City Contract, and specified subcontractor(s) working under the City Contract.

- Information that must be disclosed:**
- Name of the person, entity, or organization (i.e., the Contractor or Subcontractor)
  - Name of the Chief Executive Officer/President
  - Chief Operating Officer
  - Chief Financial Officer
  - Chairperson
  - All members of the Board of Directors
  - All persons who own more than 10% of the person, entity, or organization
  - Name of any campaign committee owned or controlled by the person, entity, or organization

**Please complete the following disclosure form:**

**Contractor(s)\*:**

Name		Address			
Full Name	Title	Business Address	City	State	Zip
	Chairperson				
	Chief Executive Officer / President				
	Chief Operating Officer				
	Chief Financial Officer				
	Board of Directors				
	More than 10% interest owner				

\* "Contractor" is the person, entity, or organization that is the party, or prospective party, to the contract with the City, GSA, or HA. In addition to the name of the person, or entity, the Contractor must also disclose the name(s) of that person's, entity's, or organization's Board of Directors, its Chairperson, Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, any person with an ownership interest of more than ten percent (10%) in that person, entity, or organization, and any campaign committee that is owned or controlled by that person, entity, or organization. Please disclose these persons' name and business address.

**Subcontractor(s)\*\*:**

Name		Address			
Full Name	Title	Business Address	City	State	Zip
	Chairperson				
	Chief Executive Officer / President				
	Chief Operating Officer				
	Chief Financial Officer				
	Board of Directors				
	More than 10% interest owner				

\*\* "Subcontractor" is the person, entity, or organization that has entered into a contract for the performance of all or a portion of the work undertaken under an agreement with an architect, design professional, engineer, or general or prime contract, usually by a general or prime contractor. You must also disclose the names of the Subcontractor's Board of Directors, its Chairperson, Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, any person with an ownership interest of more than ten percent (10%) in that person, entity, or organization, and any campaign committee that is owned or controlled by that person, entity, or organization. Above please disclose these persons' name and business address.

Campaign Committee owned or controlled by: \_\_\_\_\_

Title	Business Address	City	State	Zip

**CERTIFICATION**

On behalf of the above-named ☐ Contractor ☐ Subcontractor:

- I acknowledge that I have a continuing obligation to update this disclosure form if I substitute— or if I select additional— architects, design professionals, contractors, or subcontractors within ten (10) days of the selection or change; and
- I hereby certify that:
  - I have identified all persons for which the Ordinance requires disclosure;
  - The information in this disclosure form (and any attachment to this form) is true, accurate, correct, and complete; and
  - I have been legally authorized to submit this disclosure form.

In total, this disclosure form (including attachments) is \_\_\_\_\_ pages.

Executed on: \_\_\_\_\_, 20\_\_\_\_, at: \_\_\_\_\_, California.

Signature: \_\_\_\_\_ Print Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## V. PUBLIC RECORDS EXEMPT INFORMATION

Below identify (by a general description) all copyrighted material, trade secrets, or other proprietary information (“protectable documents”) that Proposer has included in this Proposal which Proposer believes should be exempt from disclosure under California’s Public Records Act, Government Code Section 6250, *et seq.* By listing the protectable documents below, Proposer agrees to indemnify, defend, and hold harmless City— including, its officers, agents, employees, and representatives— from and against any action, claim, lawsuit, or proceeding, including costs and expenses, arising out of or connected with the City’s refusal to disclose the protectable documents to any party making a request for those items. The City will treat any Proposer, who fails to identify below protectable documents that Proposer believes should be exempt from disclosure, as having waived its right to an exemption from disclosure, as the Public Records Act provides.

[illegible]

## VI. ADDITIONAL INFORMATION

Below state any other information that your firm believes is essential to a complete evaluation of the Proposal. If your firm has no additional information, state below: "Our firm does not have any additional information to present."

[illegible]

**VII. ATTACHMENTS**

Below list and describe any attachment that is a part of this Proposal (e.g., “3 photographs of the cleaning equipment - 2 pages”; “Employees’ Resume – 7 pages”; “Service Warranty - 4 pages”; or “Explanation concerning question 4.3 - 2 pages”). If your firm has no attachments, write “None” on line 1.

Our firm declares that the attachments listed below are added and are made a part of this Proposal in order to fully and accurately respond to the RFP:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
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18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_